



- Job Description:** Fundraising and Communication Officer
- Responsible to:** The Chief Executive Officer
- Salary:** Up to £35,652 per annum pro rata (21-hour post) + 6% contribution to pension scheme, including occasional evenings and Saturday work to represent the organisation at events
- Place of work:** Hybrid working: Our office is at Robertson House, 152 Bath St, Glasgow, G2 4TB. You will be required to work at the office 4 days per month. Otherwise, you may work from home or at our office according to your preference.
- Contract:** Fixed term for 1 year, with the possibility of extension subject to continued funding
- Annual Leave:** 30 days' annual leave + 10 bank holidays pro rata
- Wellbeing Support:** There is a commitment to support staff with health and wellbeing, with staff being able to purchase the relevant equipment to work from home. Each staff member is also allocated an annual budget for their health and wellbeing and access to confidential counselling if required.
- Training/Development:** Each staff member has an annual training budget of £400 for them to use in agreement with their manager.

Background:

Refugee Sanctuary Scotland (RSS) exists to relieve destitution and promote wellbeing for refugees and people within the asylum system in Scotland. Our vision is a welcoming, inclusive, safe Scotland for refugees and asylum seekers, where all live free of destitution and have the means and opportunities to realise their full potential. Our mission is to provide refugees and people seeking asylum with practical support when it is most needed, build connections between people and use what we learn to campaign for change.

Role Purpose: We are looking for a dynamic individual to join our small committed and vibrant team of staff who deliver incredible impact for their size. Your role will be focused on our strategic objective to ensure the charity's sustainability by maximising and diversifying income and maintaining/developing the charity's profile among the public, policy makers and other migrant justice organisations. You will be delivering strategic fundraising and communications, building partnerships, raising unrestricted and restricted funds from diverse income sources to support the sustainability of the charity, and communicating to a wide range of audiences through various platforms including social media and our newsletter, informing asylum seekers and refugees about their rights, raising awareness of the work we do and ensuring we continue to support destitute asylum seekers and refugees.

To thrive in this role, you will need to be driven, organised, tenacious, creative, flexible, have good communication skills and be confident in inspiring existing and new funders and donors to donate raise money. You will build strong relationships and partnerships both internally and externally, managing a varied portfolio of work that touches all aspects of the charity, write compelling funding applications, create campaigns and come up with new and innovative ideas to capture the minds and hearts of potential philanthropists. Our ideal candidate will be an individual who fits with the values of Refugee Sanctuary Scotland

Key Responsibilities

Fundraising:

- Identifying and creatively generating charitable income through a variety of fundraising activities, including trusts and grants, individual giving and digital campaigns and marketing
- Writing and submitting compelling applications to trust and foundations
- Building strong relationships with funders,
- Developing and implementing new ways to generate income to secure the financial sustainability for our work, broadening the income base
- Effective donor stewardship, including building the number of regular donors and developing effective customer relationship management and legacy donation options.
- Maximise reach, develop and coordinate web-based fundraising. Delivering online giving campaigns and utilising RSS's website and social media channels
- Write applications and mailshots, using direct mailing to reach a range of potential and current donors
- Increase funds by researching and targeting charitable trusts and philanthropists whose criteria match the charity's aims and activities
- Strategically representing and promoting RSS's mission at community and professional events with a view to networking and nurturing relationships
- Contribute to the development of the Fundraising Strategy
- Develop and implement an annual fundraising plan
- Monitor and evaluate the results of fundraising, spotting trends and adapting methods as required
- Develop fundraising systems and record keeping

- Manage and update databases to record donor contact and preference information
- Risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success

Communications:

- Raise awareness of the charity and the needs of the people we seek to help
- Manage impactful external organisational communications in line with our brand and values
- Ensure quality communications and innovative practice
- Support and co-ordinate external communications across all teams in the organisation
- Manage all social media accounts and ensure posts inform asylum seekers and refugees about their rights and promote and raise awareness of the work that RSS does.
- Produce and manage the quarterly newsletter for distribution to donors, members and partners.
- Representing and networking on behalf of the charity at events

Person Specification

<p>Technical skills, knowledge, and experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Professional experience of fundraising and communications • Significant and demonstrable experience of successful trusts and grants fundraising • Demonstrable experience of designing and delivering successful online fundraising campaigns • Substantial digital fundraising or digital marketing experience, including planning, evaluating, and delivering successful campaigns • Excellent writing skills to engage, influence and secure funding • Excellent communication skills, ability to build effective relationships with a wide range of stakeholders and funders • Ability to identify, create and edit strong fundraising content • Experience of fundraising event management • Existing relationships with funders • Experience of budgeting, setting and achieving income targets • Excellent organisation and time management skills • Experience of delivering Communications Plans and Projects • Excellent and engaging presentation and public speaking skills • Proactive and self-motivated with the ability to work autonomously • An empathy with volunteers and an understanding of their needs • Excellent Digital & IT skills • Ability to maintain clear and accurate records
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	<ul style="list-style-type: none"> • Good organisational and project management skills <p>Desirable:</p> <ul style="list-style-type: none"> • Membership of the Institute of Fundraising • A relevant qualification • Knowledge of asylum and refugee issues
Personal skills and attributes	<p>Essential:</p> <ul style="list-style-type: none"> • Creative with an entrepreneurial attitude towards fundraising • Resilient, particularly when faced with setbacks • Sensitivity to the needs of volunteers and donors • Target driven and results orientated • Organised and demonstrates a high level of attention to detail • Ability to quickly understand new ideas and concepts • Ability to work collaboratively with others • Articulate and confident in working with a variety of stakeholders and a wide range of professionals • Excellent writing and presentation skills • Excellent communication skills • Flexibility in approach and delivery of work • Strong sense of ownership for quality of work, deliverables and service • Commitment and empathy for the mission and aims of RSS

We are committed to inclusion and diversity and want to build an inclusive, supportive place for you to do the best and most rewarding work of your career. The different skills and experiences that our colleagues from different backgrounds bring to RSS allow us to make better decisions, consider different perspectives and be an altogether more diverse, effective and cohesive place to work. We strongly encourage candidates of all different backgrounds and identities to apply, regardless of race, gender, sexual orientation, religion, age or disability and will give greater consideration to candidates who bring lived experience - even if your experience doesn't precisely match the job description, your skills and passion will stand out. All our staff are expected to share these commitments and abide by our policies.