



Job pack for the post of
Fundraising Assistant

September 2024

Every child in India has an opportunity to thrive

Welcome

Hi,

Thank you for your interest in joining the Scottish Love in Action staff team.

This is an exciting time to join, as we get ready to celebrate 25 years of helping children thrive.

This pack outlines the role of Fundraising Assistant and provides some information about Scottish Love in Action. It includes:

- Part 1: Introduction
- Part 2: The lowdown including organogram
- Part 3: What you'll do
- Part 4: What you'll have
- Part 5: What you'll get
- Part 6: How to apply

For more information, check out our website: www.sla-india.org.uk and our socials.

If you have any questions or would like to chat about the role, please get in touch.



Jamie McIntosh
Chief Executive
jamie@sla-india.org



Part 1: Introduction

WHO WE ARE

Scottish Love in Action harnesses the compassion and generosity of people in Scotland, to support the poorest and most vulnerable children and young people in India. We are a local charity with a global impact.

We believe every child deserves to thrive. For 24 years we've been working with local partners in South India to help create life-long change for children, their families and their communities.

OUR VISION

Every child in India has an opportunity to thrive.

OUR MISSION

We work to ensure the poorest and most vulnerable children in India are protected, provided for, and equipped for a brighter future.

VALUES

Our values inspire and inform all that we do:

- **Compassion**
We act with compassion, empathy, care and respect towards all those we support and work with.
- **Partnership**
We recognise the importance of working together with local communities and partners to maximise their impact, build their capacity and create sustainable change.
- **Education**
We seek to both support the work of partners, who understand and value the transformative power of education, and to be a learning organisation, reflecting on our knowledge and expertise and building our learning into all that we do.
- **Accountability**
We ensure transparency, responsible stewardship of resources, and the delivery of effective programmes and services.



Part 2: The Lowdown

Main purpose of job

You will support Scottish Love in Action with a range of fundraising and marketing activities and projects. You will learn about fundraising and marketing and gain a rounded view of the role they play in a charity.

Position in organisation

- Reports to Chief Executive
- Works with every member of staff
- See organogram on next page

Scope of job

This post has 2 key responsibilities:

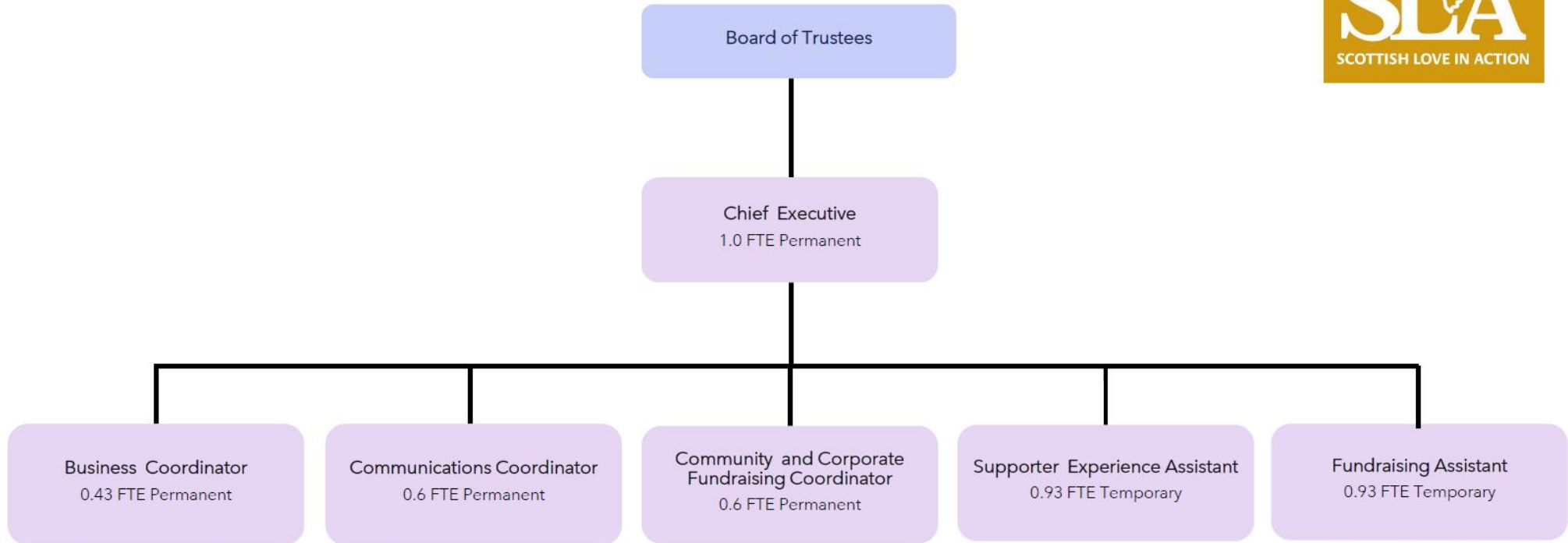
- Community Fundraising – support our community fundraising programme. You will support the delivery and review of our 2024 Fireworks Extravaganza, our sell-out annual fundraising event, with an audience of 5,000 people. You will also help supporters from community groups, Churches/faith groups, and the Indian/Asian diaspora living in Scotland to support Scottish Love in Action.
- Corporate Fundraising – you will support our local corporate fundraising programme, as we work with existing and new corporate partners.

Dimensions and limits of authority

- Work towards an annual income target, ensuring Return on Investment is at least 2:1
- Manage relationships with contractors and agencies as appropriate
- No line management responsibility but may support volunteers. Therefore, you need to understand what motivates volunteers to be involved with Scottish Love in Action and what they require in terms of support and guidance while volunteering with us.



Organogram



Key

trustee

employee

correct at September 2024



Part 3: What you'll do

You will contribute to our workplan in 2 main ways:

Community Fundraising

Support the development and delivery of our community fundraising programme

- Support a programme of events that raise funds and develop support for Scottish Love in Action's work. This includes events we organise, events organised by others which we take part in, and activities organised by volunteers
- Ensure the safety of event attendees and participants by using appropriate risk assessments
- Maintain established events/products and develop new ones to appeal to a range of audiences, supporting the creation of tailored resources such as a fundraising pack
- Ensure volunteer-led activities are run safely, efficiently and meet Scottish Love in Action's quality thresholds while generating positive publicity and funds for Scottish Love in Action
- Empower volunteer fundraisers to be proactive in seeking solutions to problems
- Support volunteer fundraisers to develop income targets and track income and expenditure
- Ensure volunteers receive feedback, support and recognition

Corporate Fundraising

Support relationships with local small and medium corporate partners

- Support corporate partnerships to maximise financial, volunteering and in-kind support
- Plan and support feedback/reporting requirements, delivering excellent stewardship

Other

- Work with colleagues to effectively promote community and corporate fundraising
- Work with colleagues to ensure data is managed well across our Beacon CRM
- Work with colleagues to ensure fundraising is legal, honest, open and respectful to the public
- Make decisions on the basis of sound financial management
- Complete any other reasonable duties as required



Part 4: What you'll have

We're looking for someone who enjoys building relationships, thinking on their feet, is proactive, organised and is motivated to try new things and contribute ideas. You may have worked or volunteered for a charity, but that isn't mandatory.

Proven ability required:

- Good IT skills, with the ability to use Microsoft Office
- We're a small team, so we're looking for someone who's hands-on with a can-do attitude

We expect you to:

- Be self-motivated – you can work by yourself and as part of a team
- Be flexible and open to change
- Be organised and experienced at managing your own schedule
- Understand donor motivation with an ability to apply appropriate levels of stewardship
- Have an engaging personality - you enjoy communicating with people on a one-to-one level

We'd like you to:

- Have an interest in International Development and/or India
- Have experience of the charity sector as an employee or volunteer



Part 5: What you'll get

So you want to work for us? Good choice! Here's what's on offer:

- Six-month contract with a view to an extension or a permanent role
- 35 hours each week – we're open to discussing fewer hours
- £10,920 salary – which works out at £12 an hour – the real Living Wage - see scottishlivingwage.org/what-is-the-real-living-wage/
- 17.5 days' annual leave. Our office is closed on 25/26 December and 1/2 January - you must take annual leave on these days or the next working day. Your other holidays are up to you – you choose when you want time off.
- Non-contributory pension – we'll make contributions, even if you don't.
- Hybrid working. We've found that a mix of working from our Edinburgh office and from home suits our staff and our organisation. At least 2 days a week would be worked from our Edinburgh office with other days worked from home.
- Flexible working. We're open to this. No promises, but if it's good for you, then it's good for us.

Part 6: How to apply

Questions? We welcome contact before you apply – email Jamie on jamie@sla-india.org

We'd love to hear from anyone who has what we're looking for – see part 4. Since we solely work in India, if you have lived experience of this (you've lived and/or worked in India or South Asia), then we'd really like to hear from you.

To apply, send your CV and a covering letter in one combined document (no more than 3 sides of A4) – either Word or PDF format - telling us how your skills and experience fit this role to jamie@sla-india.org

Please give the names of 2 references - 1 should be your current/most recent employer. References will only be contacted once a job offer has been made.

Stage 1: Sunday 22 September 2024 Closing date for applications at 12 noon

Stage 2: Wednesday 2 October 2024 Interview in our Edinburgh office led by our Chief Executive

We will let all applicants know whether they have been shortlisted for interview.

We will securely destroy the applications of unsuccessful applicants 1 year after the closing date.

