



Communications & Supporter Care Executive

Are you passionate about making a difference with Prostate Scotland, the leading charity dedicated to prostate disease? Although we are a small organisation, we have ambitious goals to educate, support, and drive progress in the field of prostate cancer and disease throughout Scotland. Based in central Edinburgh, we provide essential information and guidance to men and their families affected by the most common cancer in men.

Our supporters are amazing; they're often looking to fundraise in aid of our work because they, or someone they love has been affected by prostate cancer. Wanting to help other people going through something similar motivates them into action. That's where you come in.

"I can't fault the support I received from Prostate Scotland - as a cancer patient or a fundraiser. Keep up the great work you already do." Prostate Scotland supporter

You'll be responsible for the day to day handling of the charity's communications channels, and efficient engagement with fundraisers and donors.

You'll be an important part of our Prostate Scotland community, just like our supporters are. You'll encourage and give practical assistance throughout their fundraising activities – whether that be talking them through setting up their JustGiving page, answering an event question, saying good luck before their sponsored walk or sharing their story on social media – you'll thrive on helping them make their fundraising journey an enjoyable and memorable one, and maximising their donations.

A fundraiser might be running a 10K for the first time, or a marathon for the tenth time; they might be running a houseplant sale in their front garden; or organising a funeral collection. You might be talking to one fundraiser about their Daytime Disco one day and another about their London to Venice Tandem Cycle the next. Other unusual challenges the team have supported in the last couple of years have included a Sheep Auction, a Naked Loony Dook and a Soapbox Derby. You'll be thinking outside the box, and no two days are ever the same!

You'll champion their challenges and achievements, and help them maximise their impact in their communities, while working towards the overall objectives and KPI's of the Communications and Supporter Care team. With your encouragement, our supporters will come back to help us again. You're a people person, and you'll flourish on teamwork with your energy and ambition, in our sometimes fast-paced environment. Your passion will shine through as you communicate fundraiser stories and develop campaigns with enthusiasm and empathy, helping us to reach more men and their families with information and support on prostate cancer and disease. You'll be an integral part of our team as we expand, improve and modernise our supporter care, fundraising and communications activities.



Your role will involve:

- Collaborating with active fundraisers throughout their fundraising journey; supporting them to get the most out of their Prostate Scotland fundraising experience
- Developing communications and campaigns across our website, newsletter and social media platforms, to our supporters and service users
- Pro-actively managing long term supporter relationships and partnerships
- Contributing to fundraising and marketing plans to drive Prostate Scotland's work
- Being a key team player in developing our supporters database as we implement our new CRM system

This is an exciting time to join Prostate Scotland, as we begin to roll out our new 5 year strategy, expand our services and initiatives, and increase our community impact across Scotland. If you're looking to develop your career in supporter care, fundraising and communications, collaborate with an energetic and passionate team, and make a real difference every day, this role is a brilliant opportunity.

Key Details

Full-time Development role on a 1-year fixed-term contract
Salary: £22,000 – £23,700 per annum, depending on experience
Hybrid working system

How to Apply

For more information and to apply, please send your completed application form to resources@prostatescotland.org.uk.

Downloads

Please download all documents relating to this role at:

<https://www.prostatescotland.org.uk/about-our-work/jobs-with-prostate-scotland>

Please direct inquiries to HR at Prostate Scotland, located at 89 – 91 Morrison Street, Edinburgh, EH3 8BU, or contact us via email at resources@prostatescotland.org.uk or phone 0131 603 8660.

We kindly request that applicants consider filling out the equal opportunities monitoring form. It's optional and will not impact the selection process.

Please note we are unable to sponsor or take over sponsorship of an employment visa at this time.

Application deadline: Midnight Sunday 23rd February 2025.

Interviews: Scheduled for 26th – 28th February 2025.