



CANDIDATE
INFORMATION
PACK

SSF Fundraiser

2025

CHARITY NO. SC034085

Who we are

Our vision

A world where young people fulfil their potential.

Our mission

We use sport as a catalyst to enable young people to be healthier, more confident and more resilient, so they are better prepared to combat the effects of poverty, trauma and adversity.

What we do

We enable young people, living in challenging environments, to become champions for good in society.

We are

Connecting, listening, and acting.

Educating and enabling others to expand our impact.

Creating spaces for young people to feel safe and welcome.

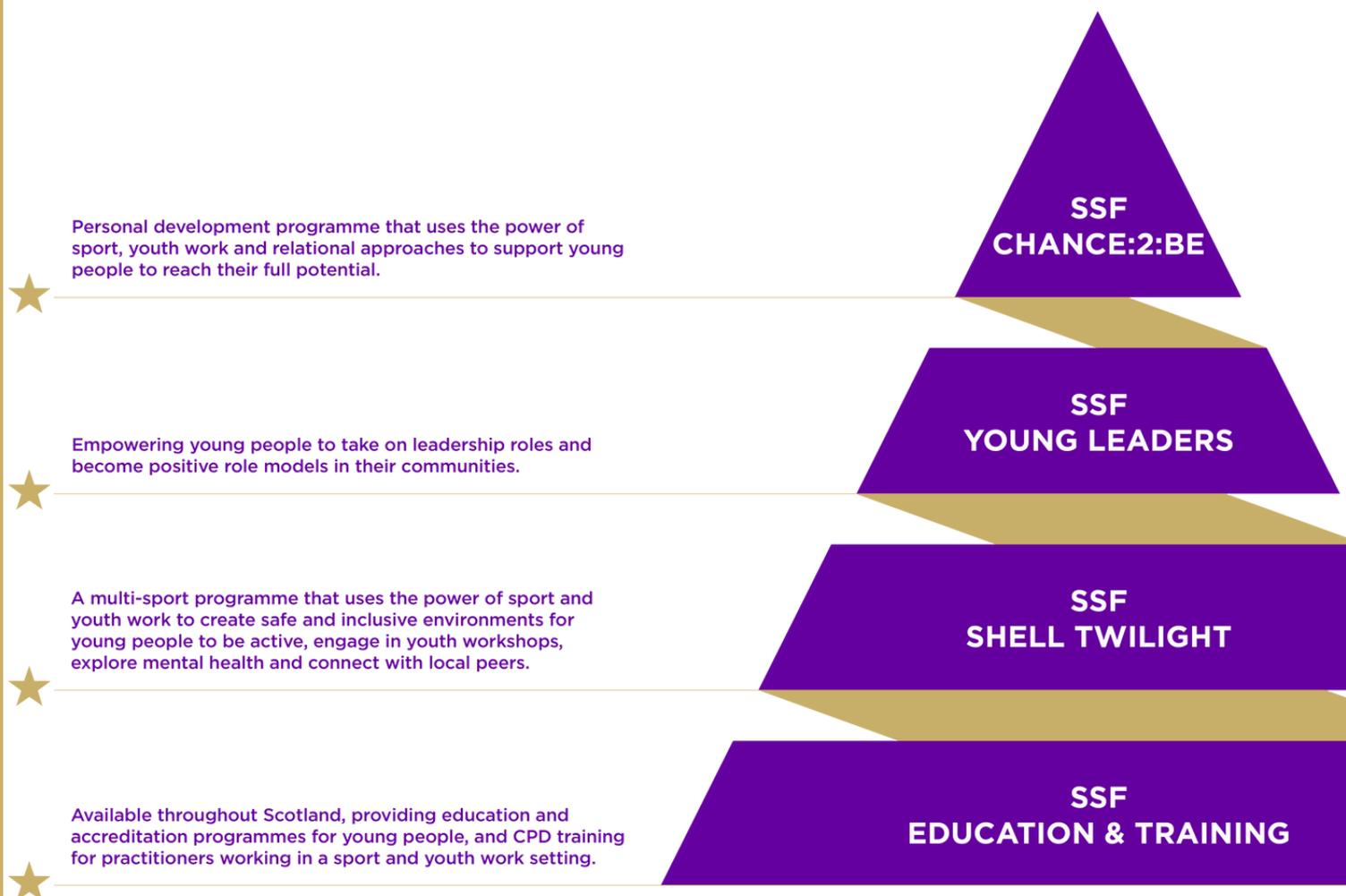
Harnessing the power of sport.

TRANSFORMING YOUNG LIVES THROUGH SPORT



Our programmes

We are working intensively to offer the full SSF "triangle" of provision across four local authorities: Glasgow, Fife, Stirling, and North Ayrshire. In addition, through our SSF Education & Training programme, we provide opportunities for young people across Scotland to take part in training and accreditation, as well as upskilling practitioners working with young people.



Structure of SSF



Values and Benefits

We are proud to have a culture which is inclusive and collaborative, where our people are valued and supported to lead and develop ground breaking initiatives with young people and communities at the heart. The successful candidate will embody SSF's organisational values:

Empathy

We are compassionate, understanding, always listening.

Leadership

We are decisive, ground-breaking, experts in what we do.

Inclusivity

We are diverse, equitable, Inclusive by design

Passion

We approach our work with dedication, love and care

Benefits of working with SSF:

- Living wage employer
- Staff uniform
- 29 days including public holiday-pro rata and Birthday/Personal day
- Employee "Wellbeing Days" intended to encourage staff to take time for themselves and to look after their own health and wellbeing
- Access to employee benefit system which includes cycle to work scheme, discounts and employee assistant programme
- Flexi-working time and TOIL policies
- CPD and training support
- Auto-enrollment pension scheme
- Company Enhanced Leave including Sickness, Maternity/Paternity leave, Carers leave, Miscarriage, Parental Bereavement and Compassionate Leave

The Role

Position: SSF Fundraiser

Hours: Part time (21 hours per week)
Open to requests for flexible and hybrid working arrangements

Contract: Permanent

Salary: £29,000 pro-rata

Responsible to: Head of Sustainable Business Development

Based: Glasgow



Duties and Responsibilities

The Role

As a Fundraiser at SSF, you will play a key role in supporting our Sustainable Business Development team to generate vital income that sustains and grows our programmes for young people.

You will be a central part of each fundraiser's journey—providing guidance, encouragement, and recognition to ensure they feel valued and have a rewarding experience supporting SSF.

At SSF, we are committed to strengthening our financial sustainability by expanding and diversifying our income streams. With ambitious goals ahead, this role is essential to helping us continue delivering our transformative work with young people across Scotland.

Key Responsibilities and Main duties:

- Promote SSF as a charity of choice for individuals and businesses to support via fundraising, sponsorship or donations.
- Work together with colleagues to research, identify and secure potential new supporters / funding partners.
- Develop and implement initiatives to secure funding via corporate partnerships, community fundraising and individual giving.
- Set and work towards achieving monetary fundraising targets, tracking progress and reporting on results.
- Develop and monitor progress against annual fundraising plan.
- Act as the first point of contact for people who want to raise funds for, or support the charity, responding in a timely, empathetic and professional manner.
- Lead on tasks associated with delivering fundraising initiatives. This may include:
 - Designing, organising and delivering fundraising events
 - Coordinating staff attendance at fundraising events
 - Build and maintain effective relationships with fundraisers, donors, sponsors and partners ensuring they feel engaged and valued.

Duties and Responsibilities

- Represent the charity at relevant external events, utilising networks to open new funding opportunities.
- Collaborate with colleagues on preparing compelling bids for grant and trust funding where required.
- Maintain a database of current and potential supporters and funding partners, in line with GDPR requirements.
- Monitor and evaluate fundraising activities, ensuring they align with the charity's mission and values.
- Monitor and accurately log all income received through fundraising events and charity partnerships.
- Help to create social media and digital content to promote fundraising initiatives and campaigns.
- Provide information for inclusion in quarterly and annual organisational and funders reports, to evidence impact, as required.

Person Specification

Personal Qualities

- Energetic, optimistic and self-motivated
- Perseverance
- Compassionate
- Confident communicator and initiative to build relationships with stakeholders and internal SSF staff
- Passionate about transforming young people's lives

Essential Skills, Knowledge & Experience

- Experience in fundraising and income generation, ideally in the third sector.
- Fundraising Techniques: Knowledge of various fundraising methods including grant writing, event planning and online campaigns.
- Strategic Planning: Ability to develop and execute fundraising strategies that align with organisational goals.
- Project Management: Managing fundraising projects from inception to completion, ensuring they meet targets and deadlines.
- Marketing and Communication: Creating compelling narratives and presentations to attract and retain donors.
- Digital Skills: Proficiency in using digital tools and social media.
- Finance and Budgeting: Understanding of budgeting, financial reporting and managing fundraising finances.
- Innovative Thinking and Problem Solving: Ability to develop new fundraising ideas and approaches.
- Relationship Management: Ability to build and sustain positive relationships.
- Regulation and Governance: Understanding of fundraising regulation, governance and current trends.

Desirable Skills, Knowledge & Experience

- Understanding of the needs of young people and knowledge of current issues within the field of youth work.
- Understanding of child protection and safeguarding
- Membership of the Chartered Institute of Fundraising

How to Apply

To apply for this post, please submit your **CV** and a **covering letter** outlining how you meet the requirements for this role to recruitment@ssf.org.uk.

If there is anything we can do to make your application or interview process more accessible, please get in touch with recruitment@ssf.org.uk. The examples could include, but are not limited to: video application, BSL interpreter, interview coach and remote interview.

The **closing date** for applications is **Monday 23 June 2025 at 12noon**.

We will shortlist all applications within a week of the closing date, so please double check your contact details on your application as we will be in touch regardless of the outcome.

From there, if your application is shortlisted, we will invite you to attend an **interview** on **Wednesday 9 July 2025**.

For an informal discussion about the role, or for any additional information, please contact:

Jude Reid, Head of Sustainable Business Development

jude@ssf.org.uk

07495 925388

Guidance

Please submit your CV alongside a cover letter which demonstrates the skills and experience required for the role.

Referees

Please give details of two referees. One referee must be your current or most recent employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor, or a person within the Human Resources department within the organisation/company. We will not accept personal references.

Referees will not be approached prior to interview.

 /SSF_Futures

 /SSF_Futures

 /scottishsportsfutures

 /scottishsportsfutures

 www.ssf.org.uk

Suite 3/4
Brook Street Studios,
3rd Floor,
60 Brook Street
Glasgow, G40 2AB

E: recruitment@ssf.org.uk

T: [0141 218 4640](tel:01412184640)



SSF ★

Transforming young lives
through sport