# Community Fundraiser & Volunteer Coordinator

**Details**

|  |
| --- |
| Reports to: Director of HR and Corporate Services |
| Salary: £28,274 pa  |
| Location: 454 Gorgie Road, Edinburgh, EH11 2RN – please note this is an onsite position |
| FTE: 5 days (35 hours) |

**Overview**

This role is central to creating a profile for the organisation in the local community. Through volunteering and local fundraising, you’ll support the profile and reputation of Four Square as homeless charity, a social enterprise and a key player in our community.

You will be highly motivated and approachable. As an ambassador for the organisation you’ll quickly establish trust with volunteers and local supporters and potential funders. You’ll tell our story and gather the stories of people we’ve helped.

**Responsibilities**

* Delivering the milestones detailed in our Volunteering Strategy and Community Fundraising Strategy.
* Work closely with the external marketing strategist to deliver key targets and campaigns.
* Always looking for innovative ways to develop the volunteering experience and increase fundraising opportunities;
* Recruiting and supporting volunteers, including supporting colleagues managing volunteers and keeping in regular contact with volunteers;
* Creating specific volunteer role descriptions and developing a recruitment process and keep close contact with services to meet their specific volunteering needs;
* Keeping our volunteer policy and paperwork up-to-date and making sure arrangements for keeping volunteers safe is up to date and well understood;
* Promote and fully manage corporate volunteering days and make contact with potential corporate supporters. Develop ways in which corporate supporters can support Four Square long term and get their buy-in;
* Raising the profile of Four Square in the community by attending groups, such as faith groups, businesses and local schools to talk about Four Square and encourage fundraising;
* Develop and maintain our Beautiful Homes subscribers list, our database of supporters, creating a ready-made group of people who know and understand out work and can help raise the profile of events and fundraising campaigns;
* Organise and deliver events to raise the profile of Four Square and raise money;
* Create social media content and posts to market the café, events, and any other income generated content, posting multiple times per week across various platforms.
* Be the main point of contact for meeting room bookings and café events, liaising with relevant staff; and maintaining meeting rooms;
* Keep a range of flyers, leaflets and other information updated and ready to be used at events;
* Complete applications to community trusts and grants;
* Capturing impact data and monitoring return on investment of all Four Square activity;
* Capturing KPI data and analysing it in line with strategic plans;

**Behaviours**

* Be a committed and trusted member of the team;
* Engage in healthy conflict, challenge and support;
* Focus on the shared goals of the organisation and be accountable;
* Be curious about the roles and challenges of colleagues;
* Own and be accountable for all areas of work;
* Role model a coaching style within a high performance culture where expectations are explicit and delivered alongside support;
* Believe in the organisation and be an ambassador for our work.

**Requirements**

* Demonstratable, recent experience of fundraising and or volunteering;
* Able to build relationships with people easily;
* Ability to multi-task and prioritise an everchanging workload;
* Ability to take responsibility to proactive resolve issues, be solution based;
* Flexible and agile, able to provide support in challenging situations;
* Proven ability to plan for and deliver longer term events and projects;
* Strong communication skills, both written and verbal;
* Ability to build relationships at all levels across the organisation and with external stakeholders;
* Detailed focus, highly organised and able to plan and organise work with strong attention to detail;
* Advanced skills in MS Office Packages; and remote meeting technology;
* Please note, the role is fully office based to ensure collaboration with stakeholders and a consistent presence in the organisation.