



Job Description

Employer: Veterans Chaplaincy Scotland – a Christian charity supporting veterans through pastoral and spiritual support, care and guidance.

Location: Primarily working from home but attendance at Executive meetings, Board meetings, Strategy and Funders meetings as required

Reports to: Board of Trustees

Salary: £11000 - £11600 for 2 days per week (actual placing dependent on qualifications and experience) (annual FT Equivalent of £27500 - £29000)

Contract: Permanent part time but increasing to full time depending on funding

Purpose of the Role: To lead and deliver the charity's reporting (especially Key Performance Indicators), fundraising and administrative functions through the development of efficient systems in compliance with the VCS strategic vision and good practice within charity management, directly supporting the Programme Director (PD) and wider team in fulfilling the charity's mission to serve veterans with Christian pastoral and chaplaincy care.

1. Key Responsibilities

1.1. Administration & Compliance

- Oversee day-to-day administrative systems, including referral databases and donor requests.
- Ensure compliance with charity law, GDPR, safeguarding, and other relevant regulations.
- Support the PD and Trustees with board papers, minutes, and reports.
- Support the PD in relating to Scottish Veterans Welfare Agency and other government led initiatives.
- Assist with financial administration, including invoicing, monitoring of budgets, and liaison with accountants/treasurer.

1.2. Fundraising, Fund Management and Income Generation

- Develop and monitor the charity's fundraising strategy aligned with the charity's strategic objectives and its budget projections.



- Personally write and submit funding applications to funders including trusts, foundations, and other grant-making bodies with support from the PD. This process shall also include ensuring timely reporting.
- Build and maintain strong relationships with funders, donors, churches, and partner organisations, ensuring excellent stewardship and supporter care.
- Organise and oversee fundraising and other awareness-raising campaigns, appeals, and events.
- Monitor income targets, produce fundraising reports for the PD and Trustees, and recommend adjustments as needed.

1.3.Team & Volunteer Support

- Supervise and support administrative or fundraising volunteers and interns as needed.
- Work collaboratively with chaplains, pastoral staff, and volunteers to ensure joined-up operations.

1.4.Representation

- Represent the charity at meetings, events, and church or community gatherings as appropriate.
- Respect, support and uphold the Christian faith basis of the charity.



Person Specification

1. Essential Skills & Experience

- Hands-on experience of charity administration, including governance support and policy compliance.
- Strong communication skills, both written (for applications and reports) and verbal (for donor engagement and presentations).
- Excellent organisational and time-management skills, with the ability to balance multiple priorities.
- Ability to manage budgets and produce clear financial reports.
- IT proficiency, including CRM/databases, Microsoft Office, and online fundraising tools.
- Demonstrable experience in fundraising within the UK charity sector, with success in securing funds from trusts, foundations, and donors.

2. Desirable Skills & Experience

- Experience in a Christian charity or faith-based organisation.
- Understanding of the needs of veterans and/or chaplaincy services.
- Experience line-managing staff or volunteers.
- Knowledge of legacy fundraising, corporate partnerships, or church engagement.

3. Personal Attributes

- A personal Christian faith is desirable, but not essential.
- It is essential however that the person will be willing to work in line with the charity's Values.
- Compassion and empathy for veterans and their families.
- Proactive and resilient, able to take initiative while being accountable to the Board of Trustees.
- Collaborative team player with excellent interpersonal skills.
- High integrity, confidentiality, and commitment to ethical standards in fundraising and administration.



Values Statement

Occupational Requirements under the Equality Act 2010: Veterans Chaplaincy Scotland is a Christian charity whose mission and activities are founded upon Christian faith and practice. Whilst there is no occupational requirement under Schedule 9 of the Equality Act 2010 for the post-holder to be a practicing Christian or able to demonstrate a personal faith in Jesus Christ the post-holder will be expected to uphold the values as stated in this document, the ethos, and practices of the charity, and to respect its spiritual life and, when required attend meetings where prayer and worship will be conducted.

As a Christian charity, our work is shaped by the life and teaching of Jesus Christ. We are committed to serving veterans and their families with compassion, respect, and hope. We seek to embody the following values in all we do:

- **Faith** – Our trust in God inspires and sustains our work, guiding our decisions and shaping our care for others.
- **Compassion** – We offer kindness, understanding, and support to veterans and their families, recognising the challenges they face.
- **Integrity** – We act with honesty, transparency, and accountability in all our relationships and responsibilities.
- **Service** – We follow Christ's example of serving others, going the extra mile to ensure that those in need feel valued and supported.
- **Respect** – We honour the dignity, experience, and faith journeys of all people, regardless of background.
- **Hope** – We believe in the power of God's love to bring healing, renewal, and purpose to every life.

Together, these values shape our pastoral and chaplaincy care, our partnerships, and our vision for a community where every veteran feels known, supported, and valued.