



# UNDER THE TREES

outdoor learning

<b>Job Title:</b>	Fundraising Officer
<b>Location:</b>	Grangemouth Office at Newhouse Business Park. Occasional travel within Central Scotland, in particular Falkirk and Stirling districts is likely to be necessary. Working from home may be possible, dependent on circumstances.
<b>Reports to:</b>	CEO or the board of directors if CEO is unavailable.
<b>Salary:</b>	£15 per hour. Bonus applicable to successful funding applications for unrestricted funding.
<b>Time commitment:</b>	16 hours per week. 6 weeks annual leave (pro rata) per year, including public holidays.
<b>Contract type:</b>	Temporary until end of October 2026, with possibility of extension. Subject to the successful completion of a probationary period.

## About Under the Trees

Under the Trees is now in its 15<sup>th</sup> year of providing positive experiences in the outdoors, delivering a wide range of outdoor learning and wellbeing experiences including topic-based wildlife and environmental education, Forest School and Forest Kindergarten, outdoor play sessions, guided wildlife walks, woodland wellbeing sessions, practical conservation sessions, accredited outdoor education training and more! Partner organisations include local schools, community groups and we deliver to families too. For us no two days look the same.

## Role Overview:

We are seeking a skilled fund-raiser to help ensure that all the services that we provide, and the ancillary costs are fully funded by developing positive relationships with funders of different types including government bodies, corporate foundations, grant-making trusts, and others, writing high quality funding applications and producing timely, accurate reports showing the positive impact of funder generosity. Some additional admin duties related to the direct sales and delivery of services may be required.

## Key Responsibilities:

1. Sourcing and applying for funding:
  - Identify and develop funding opportunities that align with UTT's strategic goals including grants, sponsorship, donations, and sales opportunities.
  - Write detailed, accurate and compelling funding bids and proposals that clearly demonstrate UTT's ability to meet client and project objectives, securing diverse and long-term funding.
  - Maintain an up-to-date database of funding sources relevant to UTT.
  - Feed into the creation of a long-term funding strategy for Under the Trees.
2. Client and funder relationship development:
  - Build and maintain relationships with clients, funders, and partners, understanding their key objectives and motivations, ensuring long-term engagement and support where possible.



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- Identify opportunities for and engage in collaboration with partner organisations where partnerships are mutually beneficial.
3. Project development:
    - Liaise with the CEO and UTT staff members to fully understand project proposals to produce funding applications with a realistic outcome.
  4. Financial reporting:
    - Report on the financial status of funded projects ensuring compliance with funding terms and conditions.
    - Regularly update the CEO and key stakeholders, providing a monthly progress report on funding applications, partnerships, and project developments.
  5. Feedback and continuous improvement:
    - Evaluate project outcomes using a variety of methods and approaches including data analysis, case studies, outcome measuring, staff evaluation and feedback.
    - Participate in internal debriefs and evaluations to improve future funding applications and project delivery.
    - Support the continuous learning process within UTT by sharing insights from successful and unsuccessful proposals.
  6. Marketing and communications:
    - Effectively communicate funder requirements to project staff.
    - Contribute to public relations and promotional activities ensuring clear communication of UTT's impact and successes.
  7. Other responsibilities:
    - Additional duties as and when identified to ensure the continued smooth operation of UTT.
    - Attending training and CPD sessions in-person or online where there is a statutory need or where these sessions will enhance the Project Development Manager's ability to perform in their role.



## **Person Specification:**

1. Experience:
  - At least two years of relevant experience including the writing of funding bids and with a strong success rate within a Scottish charity environment.
  - Experience in producing the reporting requirements for funders at all stages of project delivery, including financial reporting and project evaluation.
  - Demonstrated ability to cultivate and maintain strong relationships with funders.
2. Skills:
  - Excellent written and verbal communication skills with a focus on persuasive and clear reporting.
  - Strong organisational skills with the ability to manage multiple funding bids simultaneously.
  - Ability to effectively prioritise workloads and adapt to changing circumstances for funds or UTT.
  - Ability to work collaboratively and communicate effectively.
  - A pro-active approach to problem-solving, identifying gaps in resources and capabilities and filling them efficiently.
3. Other requirements:
  - Membership of the Disclosure Scotland PVG scheme for children and vulnerable adults will be required before taking up the post.
  - Although experience in outdoor learning is not required an interest in outdoor learning or outdoor activities within Scotland is desirable.