

JOB DESCRIPTION

POST TITLE: Community Fundraising and Events Officer

Salary Scale: £30,450 (Pro-rata)

Responsible to: CEO

Location: 8 Kinnoull Street, Perth

Hours: 10

Contract Type: Fixed Term for 12 months

ABOUT THE ROLE

The Community Fundraising and Events Officer will be responsible for driving income generation to support the growth and sustainability of Trauma Healing Together via community fundraising initiatives. The post-holder will lead on planning, delivering, and evaluating a programme of community events, working creatively to engage individuals, volunteers, groups, and local businesses. This is an exciting opportunity for a motivated and organised fundraiser to make a tangible difference by generating the vital funds needed to expand our trauma-informed services.

MAIN TASKS AND RESPONSIBILITIES:

1. Lead on the planning, organisation, and delivery of community fundraising events (e.g. challenge events, gala dinners, coffee mornings, sponsored walks, awareness weeks).
2. Develop an annual calendar of fundraising events and campaigns to maximise participation and income.
3. Act as the first point of contact for community fundraising and event enquiries.
4. Recruit, support, and motivate individuals, volunteer community groups and corporate partners to take part in events.
5. Line-manage and Co-ordinate volunteers involved in the delivery and running of events.
6. Work with volunteers and supporters to develop creative fundraising ideas tailored to their communities.
7. Ensure events are delivered to a high standard, with attention to accessibility, inclusivity, and safeguarding.
8. Manage event logistics including budgeting, venues, suppliers, risk assessments, and compliance with fundraising regulations.

9. Capture supporter data and feedback to inform future fundraising activity and build long-term relationships.
10. Seek opportunities for event sponsorship and in-kind support from local businesses.
11. Monitor and evaluate the success of events and promotional campaigns, preparing detailed reports and making recommendations for improvement.
12. Oversee event budgets and track expenses to ensure cost-effective delivery.
13. Engage with schools YPI initiatives
14. Create engaging promotional materials and digital content to market fundraising events and campaigns.
15. Showcase supporter achievements and stories across social media, newsletters, and the website to inspire others.
16. Lead on the Perth and Kinross Mental Health and Wellbeing Festival.
17. Utilising existing networks, identify and develop key partnerships with other local third sector organisations to widen the scope of the festival.
18. Organise regular stakeholder meetings with partners, volunteers and people with lived experience to support the development of the festival.
19. Strategically identify ways to continue the legacy of the festival.
20. Undertake any other duties appropriate to the post and in accordance with the needs of Trauma Healing Together

JOB SPECIFICATION

Essential Criteria

Qualifications & Experience

- Demonstrable experience in fundraising, community engagement, or a related role.
- Experience working with volunteers and external community groups.
- Track record of organising and delivering events or campaigns.
- Experience managing multiple projects simultaneously and working to tight deadlines.
- Experience managing social media content for an organisation.

Knowledge & Skills

- Excellent verbal and written communication skills, with the ability to inspire and motivate others.
- Strong interpersonal skills with the ability to build and maintain relationships at all levels.
- Creative and proactive problem solver, with the ability to generate new fundraising ideas.
- Strong organisational and administrative skills, including budget management.
- Good IT skills, including Microsoft Office and online platforms.
- Commitment to the aims, values, and mission of Trauma Healing Together.

Personal Qualities

- Highly motivated and enthusiastic, with the ability to work both independently and as part of a small team.
- Flexible and adaptable, with a positive and resilient attitude.
- Commitment to inclusivity, accessibility, and safeguarding.
- Willingness to work occasional evenings and weekends to support fundraising activities.

Desirable Criteria

Qualifications & Experience

- Minimum of 12 months' experience in a dedicated community fundraising role.
- Knowledge of grant funding applications and reporting.
- Experience of working in the third-sector
- Certificate or formal training in event management, risk assessment, or health & safety.
- First Aid training.

Knowledge & Skills

- Awareness or understanding of trauma-informed practice and/or mental health support.
- Working knowledge of the local Perthshire area.
- Valid driving licence and access to transport

ABOUT TRAUMA HEALING TOGETHER

As a charity we work closely with people who have experienced psychological trauma and are living with the symptoms of this. We work in partnership with trauma survivors to improve their quality of life through therapy, training and personal development, shaping future services and

the understanding of trauma through research projects. We promote a holistic and multi-faceted approach to treating all types of psychological trauma, prioritising mutual understanding and respect of clients, staff and volunteers. As an organisation we thrive to be transparent, consistent and autonomous. We are looking for a person who shares our values and has skills that can contribute to shape a small growing charity.