

THINK Recruitment



Sight
Scotland



Sight Scotland
Veterans

Candidate Pack: Trusts and Grants Fundraiser

Location: Hybrid - 2 days a week in Edinburgh office

Contract: Fixed term contract, 24 months

Salary: £29,786 - £32,679 per annum

Closing date: Midnight Monday 8th June 2026





Welcome from Karen Hodgins, Head of Fundraising and Audience Development

Thanks for your interest in this role and working for Sight Scotland.

Sight Scotland is Scotland's leading charity providing specialist care, education and research for people with vision impairment. We have been in existence for over 230 years, and offer a variety of services in the community as well as education, transcription into alternative formats and residential care for adults and children.



Our sister charity, Sight Scotland Veterans, provides support to veterans with visual impairment, the majority of whom have age related sight loss conditions such as glaucoma. We see possibilities, not barriers, and by providing the right support we can help people achieve amazing things.

We know there are more people in Scotland who could benefit from our support. To increase our reach and engagement we need to raise more money than we have done historically. To do this we need the right people in the right roles. We have a lot of ambition and just need the right people to join us who can help us realise that ambition.

The Cause and Engagement Team is moving into the second year of our new strategy. Our team was re-designed in November 2024, following a review conducted by THINK in October 2023.

I joined in February 2025, alongside a newly formed Fundraising and Audience Development Team. Together we've been getting to the know the organisation and building its fundraising capability.

Shortly after that initial recruitment campaign completed, we launched our new organisational strategy. Alongside our values of transform, unite and thrive, our new team structure, expertise, strategy and focus will set us on the path to deliver incredible success over the next few years. We are now at an exciting point where we have embedded the new structure, a year on we can see where we need additional growth and capacity to support Sight Scotland to achieve our mission. This role, is one of those roles we have identified as being crucial to reaching our long term financial and strategic ambitions.

Sight loss can be a scary place to be. It can make us feel vulnerable and isolated. But it needn't be like that. With the right support, life can be very different. Which is where we come in.

Thank you for your interest, I hope you apply!

Karen



Background: Sight Scotland and the Cause and Engagement Team

The impact of vision loss is huge. Too often, it leads to people lacking or losing confidence and independence. People with vision loss are at higher risk of unemployment, isolation, mental health problems, and financial challenges. It can have an enormous emotional toll. But with the right support, people with vision loss can gain the skills to remain independent and active in their communities – to thrive.

That's why Sight Scotland and Sight Scotland Veterans are here.

For over 230 years, Sight Scotland has been supporting people impacted by vision loss. They believe they play an important role in continually shifting the conversation around sight loss, and contributing to achieving a fair, equitable society. Over the years, they've seen a positive shift in expectations, with individuals and communities increasingly empowered to live lives the way they choose, free of discrimination.

And they've had to transform too, so that their services reflect the times we live in and meet the changing needs of the people they support. They're now looking at how they continue to evolve so that they can achieve their charitable purpose of reaching everyone in Scotland with sight loss, currently more than 180,000 people – where and when they need support.

It's an exciting time to join the charity as they continue to change, grow and develop to ensure that they remain relevant and innovative – and, most importantly, provide support which responds to the needs of people with vision loss today. You could play a key role in making that happen.

The Cause and Engagement Directorate is responsible for profile, brand and relationships to generate income, communicate effectively and strategically with internal and external audiences as well as influencing society to improve the lives of people living with sight loss across Scotland. They place a great emphasis on digital innovations to drive fundraising and campaigning as well as putting lived experience at the heart of their policy and influencing work.



Background: Trusts and Grants Fundraiser

This new role of Trusts and Grants Fundraiser will be managed by the existing Fundraising Manager (Trusts and Grants). The post holder will support the Fundraising Manager in the delivery of the trusts and grants programme but will take ownership of key parts of the trusts portfolio and pipeline.

Collectively, the two roles are responsible for securing grants from charitable trusts and foundations. The Fundraiser will look after the small trusts portfolio, conduct research on pipeline prospects, liaise with colleagues across Sight Scotland and Sight Scotland Veterans to ensure reporting and impact measuring is regular and accurate, undertake admin duties such as database upkeep, and support the Fundraising Manager with freeing up their capacity to take on strategic and high value bids.

This role requires experience in undertaking prospect research, writing engaging applications, and relationship-building skills - all to drive income growth from this critical funding source. The role supports the organisation's purpose to make a significant impact on the lives of people living with visual impairment in Scotland by maximising fundraising income to deliver brilliant services and create a positive impact on Sight Scotland's ability to deliver for the long term.

There is huge scope to develop trust fundraising at Sight Scotland. The charity has ambitious plans to grow its voluntary income, with trust income targeted to more than double over the next five years. The current trust portfolio is in a good place. The charity sees great opportunity in developing a previously under explored potential for Sight Scotland Veterans. This role would be focussing on building trusts capacity here.

This role would suit someone who has some experience of working with trust and grant funders, creating case for support applications and delivering income. Perhaps you are at officer level and keen to step into a fundraiser role, or you might be looking to move from a broader role into one focussed solely on trusts and grants.



The role: Trusts and Grants Fundraiser

This role could be for you if you:

- Love developing engaging and compelling funding propositions
- Enjoy working with other teams and departments such as Finance and Service Delivery
- Can work independently, seeking collaboration when required
- Can collaborate on effectively managing a complex pipeline of funders
- Enjoy relationship building and stewardship - especially maintaining long term relationships
- Aren't afraid to discuss targets, and feedback on financial outcomes

The ideal candidate will:

- Be an ambassador for Sight Scotland's values in the way you work.
- Be audience-focused, seeking continuous improvement in processes while keeping the impact on audience and donor experience front of mind.
- Build productive and respectful working relationships with your Cause and Engagement Directorate colleagues, bringing healthy challenge and a positive learning approach to delivering for the charities.
- Develop a collaborative network with your colleagues across the charities, using this to build your knowledge and understanding of their current challenges.
- Keep up to date with trends, innovations, and best practices in the fundraising and non-profit sectors.
- Be comfortable and confident engaging with colleagues and volunteers at different levels within the charities.





Job Description: Trusts and Grants Fundraiser

As the Trusts and Grants Fundraiser, you will be responsible for securing grants of varying sizes, contributing to the annual Trusts and Foundation income targets. You will work with colleagues to translate the work of Sight Scotland and Sight Scotland Veterans services into compelling, high-quality applications, adapting them for a range of audiences.

You will provide excellent care to existing and new supporters, ensuring reporting requirements are met and that funders are kept informed of how their support has enabled the organisation to deliver its services.

A key responsibility will be to contribute to and develop the Trusts and Grants fundraising plan. You will work to identify, secure and develop a robust pipeline of grant funders to maximise income and enable continued growth and sustainability of the charities.

Key responsibilities:

Income development

- To contribute to and help develop the Grants and Trusts fundraising plan as agreed with the Fundraising Manager - Trusts, to support the organisation's fundraising strategy
- Meet agreed individual and team key performance indicators and to monitor and report on these targets as directed by the Fundraising Manager - Trusts
- Plan and manage own workload, regularly reporting on progress to the Fundraising Manager - Trusts
- To keep up to date with funding policies and grant giving organisation news to inform the fundraising plan
- To research and develop new funders to support the achievement of fundraising targets
- Write comprehensive and persuasive applications to funders

Communication and collaboration:

- Work with the wider charity team to build a bank of individual stories, insights and information to develop cases for support which can be adapted to different audiences
- To work alongside colleagues within the charity to identify potential grant funding opportunities and potential cross team working opportunities to ensure the charity maximises income across all income streams

Job Description: Trusts and Grants Fundraiser continued

Key responsibilities continued:

Reporting

- Frequently report on the progress of Grants and Trusts fundraising to the Fundraising Manager – Trusts
- Maintain up-to-date and accurate funder records on the fundraising database, and to input data, donations and consent preferences, ensuring all data processing is GDPR (General Data Protection Regulation) compliant

Donor stewardship

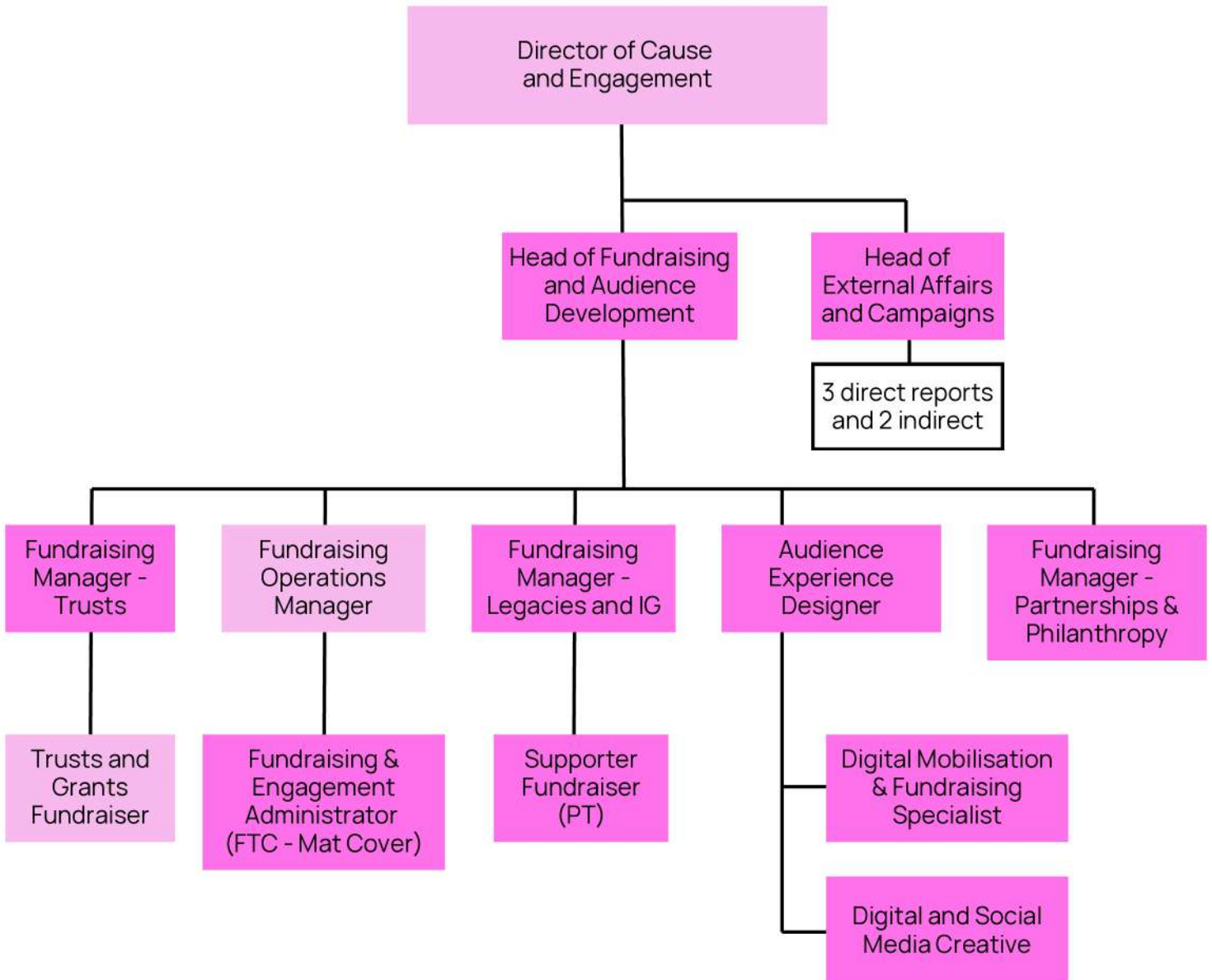
- With the support of the Fundraising Manager – Trusts, build, nurture and account manage relationships with grant giving organisations, providing impact assessments, case studies and progress reports as required
- Implement an effective stewardship process to maximise income and encourage long-term support, so funders feel appreciated and understand how their support has made an impact
- To work closely with the Fundraising Manager - Trusts and other members of the team to ensure a coordinated approach and excellent level of care for supporters, through appropriate and engaging communication methods
- Ensure grants are acknowledged promptly and reporting requirements are met, across multiple funders, within agreed timescales

The organisation expects colleagues to act with integrity, share knowledge openly, support others to succeed, and adapt positively to change. These behaviours are essential to how Sight Scotland achieves their mission and deliver high-quality services. Read more about their values on page 9.

Person Specification: Fundraising Manager - Trusts

Criteria	Essential (E)	Desirable (D)
Proven track record of securing grants from charitable trusts and foundations	X	
Ability to build and maintain effective working relationships with internal colleagues and external stakeholders	X	
Ability to produce clear, structured and accurate written content for funding applications and reports	X	
Ability to deliver information clearly in face-to-face meetings with external stakeholders, including preparing and delivering structured presentations to external audiences, including developing supporting materials and presenting funding proposals	X	
Experience of using a Customer Relationship Management (CRM) system to record and manage stakeholder or donor information	X	
Ability to plan, prioritise and manage own workload, including multiple tasks and deadlines, to ensure timely completion of funding applications and reporting requirements	X	
Ability to work independently while maintaining regular communication and collaboration with colleagues and stakeholders	X	
Experience of using Raiser's Edge NXT		X
Membership of Chartered Institute of Fundraising		X
Understanding of, and empathy with, the aims and objectives of Sight Scotland and Sight Scotland Veterans		X

The Cause and Engagement Team



 Currently vacant roles

Full organisational chart available upon request.



Sight Scotland and Sight Scotland Veterans

Vision, mission and values

Vision:

An inclusive Scotland where people of all visual abilities have the opportunity to thrive.

Mission:

Support, campaign and research for people affected by visual impairment.

Values

Our values reflect what Sight Scotland does, how we do it and why we do it.

These statements explain what each value means to us, in what we do as an organisation, and how we act as colleagues:

Thrive

Be curious

We care about those we work with and want them to flourish by being engaged and interested in purposeful learning.

Reflect to Grow

We thrive by taking the time to listen, understand, consider our approach and share knowledge.

Unite

Support and encourage

We maximise our impact by embracing accountability and supporting and coaching each other with encouragement and kindness.

Celebrate success

We recognise and celebrate our achievements in the vital work we do, and the collaboration with our partners and the communities we support.

Transform

Test, learn and adapt

We transform outcomes for people with visual impairment through collaboratively adapting our approaches and using our expertise to meet their needs.

Challenge Positively

We embrace change and constantly look for ways to improve through open, honest and respectful interactions.



Benefits and life at Sight Scotland

The team do essential work, and the organisation believes it's vital to care for and invest in them. They want everyone at Sight Scotland and Sight Scotland Veterans to be able to thrive at work.

Annual leave

37 day's paid holiday per year (inclusive of bank holidays).

Pension

Contributory pension scheme through Royal London. Your contributions start at 3% of your salary, while employer contributions start at 6%. You can increase contributions, and they'll double it up to a maximum employer contribution of 12%.

Flexible working

The charity has a variety of flexible working options available, including compressed hours. As with all of the Fundraising team, this role is contractually based in our Edinburgh office, but flexible working requests are considered. Employees may be required to work in other Sight Scotland locations on occasion and attend external meetings/events.

Family friendly policies and enhanced maternity leave

Two days paid dependants leave, and two days carers leave per year.

Maternity leave: first 6 weeks are payable at 90% of average weekly earnings, the next 12 weeks are paid at ½ normal basic rate of pay plus the standard SMP rate providing this does not exceed an employee's full pay. Statutory Maternity Pay provided during the final 21 week period.

Enhanced sick pay

Sick pay is provided from day one of employment, ranging from 5 weeks full/5 weeks half pay for 6-12m service, to 26 weeks full/26 weeks half pay for those with over 5 years service.

Other

- Free confidential employee assistance programme
- Benefits hub
- Discounts for carers
- Cycle to Work scheme
- Option to join the SCVO Credit Union
- Paid time off for medical and dental appointments

Equity, diversity and inclusion

Sight Scotland and Sight Scotland Veterans are committed to the pursuit of inclusion and diversity in their workplaces. They want to create a working environment that is representative of and responsive to different cultures and groups, and where everyone has an equal chance to succeed.

Sight Scotland and Sight Scotland Veterans promote the inclusion and empowerment of people with visual impairment, and as such regard inclusion, diversity and equality in all its respects as something that should be inherent in their service delivery, their staffing and their management and governance.

Throughout all their activities they aim to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited practices.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Sight Scotland is also proud to be a Disability Confident Employer. Disability Confident Employers are recognised as going the extra mile to make sure disabled people get a fair chance. They are committed to taking actions that will make a difference for disabled people. This includes things like:

- Making recruitment inclusive and accessible.
- Communicating vacancies.
- Offering an interview to disabled people.
- Providing reasonable adjustments which support disabled people in work.
- Supporting their existing employees.

If you have questions relating to Sight Scotland's EDI commitment, or would value seeing specific policies, please get in touch with recruitment@thinkcs.org and we can support.



To apply

To express interest in this role, and to arrange an initial conversation with THINK Recruiting please email recruitment@thinkcs.org with a copy of your CV and contact information.

Our Recruitment Manager will have an informal screening conversation with all applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer which alongside your CV will form your application.

Please ensure you allow enough time to have a call prior to the closing date, as we cannot put candidates through to shortlist who have not been screened.

Screening calls with THINK Recruitment	Closing date	Interviews	Decision by
Friday 1 st May - Monday 8th June	Midnight Monday 8 th June	Thursday 18 th June	EOD Monday 22 nd June

Invites to interview will be sent by midday Friday 12th June to ensure candidates have time to prepare. Interviews will be held in person at Sight Scotland head office in Edinburgh. There will be an interview task, details of which will be shared in the invite to interview. Every effort will be made to keep the process to one stage.

If there are any reasonable adjustments THINK Recruiting can make to ensure ease of participation in the selection process, please do get in touch. All discussions are confidential.



Thank you for your interest, we hope to hear from you soon.

Jo McGuinness

Recruitment Manager - THINK Recruitment
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