

JOB DESCRIPTION

Fundraising Assistant

Closing Date:	Monday 27 th July 2026 (5pm)
Interview Date:	Wednesday 5 th August 2026 (held online)
Contract Details:	<p>Contract: Permanent, part-time, 22 hours per week</p> <p>Salary: £25,982 to £28,143, per annum, pro rata (dependent on experience)</p> <p>Location: Working from home in Scotland with occasional travel for events</p>

June 2026

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

Who we are:

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: Through our innovative youth work which empowers young people to feel a sense of belonging, and achieve their own goals; Through our equality accreditation programme, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; Through our youth participation and policy work we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 40 staff, 10 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People survey* (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognize the contributions, qualities and achievements we all make.

This Role:

As the Fundraising Assistant you will be responsible for supporting our work raising funds from individuals and community events, and supporting with the wider work of the Relationships and Partnerships team.

This is an exciting opportunity to play a key role in raising vital funds for our work supporting LGBTQ+ young people across Scotland. The Fundraising Assistant will support on fundraising processes and activities across income streams, with a particular focus on growing and developing our community fundraising activities and supporter stewardship. Partnership working is key to this role to create opportunities for LGBTQ+ young people to flourish and thrive in every aspect of their lives.

Your employment will be confirmed after successful short-listing, interview and any necessary checks including a basic disclosure, references, and your right to work in the UK. If you feel you have the relevant experience and can meet the essential criteria in the job role, we would love to hear from you. We always

welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity. We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact stefan.kaye@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Stefan Kaye
Fundraising and Communications Manager

Role Information

Terms & Conditions

- ➔ **Job Title:** Fundraising Assistant
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £25,982 - £28,143 FTE (pro-rata for part-time)
- ➔ **Location:** Working from home in Scotland with occasional travel for events
- ➔ **Hours:** Part-time, 22 hours per week
- ➔ **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro rata for part-time staff)
- ➔ **Probation:** 6-month probation period
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- ➔ **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies. An annual leave entitlement that increases by 2 days after 3 years length of service (pro-rata for part-time staff). Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

Equality Statement:

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

How to apply:

Visit www.lgbtyouth.org.uk/careers and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a more diverse organisation then

please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including large print.

Shortlisted candidates will be invited for an interview held digitally.

For information or guidance on this position contact: stefan.kaye@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Fundraising Assistant	Team: Resources and Partnerships	
	Location: Working remotely from home in Scotland, with occasional travel for events	
Pay: £25,982-£28,143 FTE per annum (pro-rata for part-time) Hours: 22 hours per week	Reports to: Stefan Kaye, Fundraising and Communications Manager	Agreed by: Hels Bowie, Head of Partnerships Date: July 2026

Core Purpose of the Role:

- Developing and growing LGBT Youth Scotland’s fundraising activities across community fundraising, individual giving and events
- Maintaining and improving fundraising processes related to these income streams
- Supporting the wider team on other ad-hoc fundraising campaigns and activities

Principal Responsibilities:

- Looking after our community fundraising activities, including The Edinburgh Marathon Festival, Kiltwalks and other ad-hoc fundraising events
- Developing and growing existing community and individual giving income streams, e.g. online giving platforms and challenge event participation
- Coordinating supporter acknowledgements and thank you messages
- Managing fundraising data through our CRM system
- Reconciling funding and income data
- Monitoring fundraising inboxes and social media channels, and responding to requests as appropriate
- Attending ad-hoc in-person fundraising events

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification Experience, Knowledge and Expertise	<ul style="list-style-type: none"> • Alignment with the organisational values and aims around supporting LGBTQ+ youth. • Enthusiasm for fundraising and values-led income generation • Strong attention to detail • Experience in a customer-facing role • Confidence and an ability to develop relationships with a wide range of stakeholders • Willing to travel for occasional events (travel costs incurred for this will be reimbursed through expenses) 	<ul style="list-style-type: none"> • A further or higher education qualification • Experience of fundraising • Experience in running events

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> • Highly organised with a commitment to effective planning, delivery, monitoring, and evaluation. • Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders. • Ability to effectively record and manage sensitive information.
Personal effectiveness	<ul style="list-style-type: none"> • Ability to articulately and confidently communicate with others to convey key messages. • Ability to build effective relationships with colleagues and external stakeholders. • Comfortable and able to work with challenging situations.
Young Person centred	<ul style="list-style-type: none"> • Awareness and commitment to meaningful youth participation. • Awareness of issues which can affect young people's lives. • Ability to work in an empathetic young person-centred way. • Ability to prioritise issues relating to safeguarding.
Working practices	<ul style="list-style-type: none"> • Commitment to individual rights, equality, and anti-discriminatory practice.