

JOB DESCRIPTION

Post: Community and Events Fundraiser

Responsible to: Community Fundraising and Events Manager

Location: Edinburgh/Hybrid

Grade: Band B, £25,155- £30,083 per annum

Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

Diversity Equity and Inclusion

At Children First, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children First where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

Role Summary

As a Community and Events Fundraiser at Children First, you will support the delivery of community and events activity, building strong relationships with supporters and providing a positive first point of contact. Working with the Community Fundraising and Events Manager, you will help achieve income targets, deliver engaging events, and ensure activities are managed within budget while recognising and thanking supporters for their vital contributions.

Duties and Responsibilities:

Community fundraising

- Recruit and motivate volunteers and key supporters.
- Support the Action Groups to help them reach their fundraising potential.
- Research, approach, and secure new community fundraising i.e. community groups etc
- Support and deliver fundraising projects.
- Support the community fundraising and events manager to monitor and evaluate performance
- Maintain accurate and up to date records and accept responsibility for the safe and secure handling and storage of confidential information, and in accordance with GDPR and Children First's own data protection policies.
- Ensure all activity is run in compliance with the Chartered Institute of Fundraising codes of practice.

Events Fundraising

- Deliver and manage fundraising projects and events.
- Support the community fundraising and events manager to review and manage all third-party events to ensure fundraising targets are met.
- Support the community fundraising and events manager to deliver bespoke Children First fundraising events.

General

- Maintain accurate and up to date records on Raiser's Edge and accept responsibility for the safe and secure handling and storage of confidential information, and in accordance with GDPR and Children First's own data protection policies.
- Ensure all activity is run in compliance with the Chartered Institute of Fundraising codes of practice.
- Work closely with colleagues in communications to promote Community Fundraising and Events activity.
- Work with the marketing team and graphic designer to ensure all activity is on brand.

- Support the Community and Events Fundraising Manager to evaluate and gain insight from community fundraising and events activity.
- Thank fundraisers for their support and ensure an exceptional level of customer care.
- Ensure the website is up to date with community fundraising and events activity.
- Contribute to Children First cross-organisational working groups and ensure team delivery of charity goals and objectives.
- Ensure all activity is run in compliance with the Chartered Institute of Fundraising codes of practice

What We're Looking For

- We are looking for someone who can build strong relationships with community supporters, volunteers, and event participants to generate income and grow long-term support for Children First. You will be confident engaging with a wide range of audiences, with strong communication skills and a passion for delivering excellent supporter experiences.
- You will bring experience of fundraising, events or working in a target-driven environment, alongside strong organisational skills to manage multiple projects and priorities effectively.
- You will be confident representing Children First in the community, developing networks, identifying new fundraising opportunities, and supporting others to maximise their fundraising efforts.
- You will share our commitment to our values and purpose, helping to ensure every supporter feels valued and connected to the difference they make.

Corporate Responsibility

- To be committed and adhere to Children First vision, mission and values.
- To comply with Children First Child Protection and Adult Protection policies and procedures and with National Guidance.
- To comply with Children First code of conduct (All Children First staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.
- To undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Person Specification

Need to Have	Need to Show	Need to Know	Need to Be	Core Values
Essential criteria Experience of working with volunteers Working in a target driven environment Ability to network and create good working relationships with people and organisations at all levels.	Essential criteria Excellent written and verbal communication skills, including the ability to write concise and engaging fundraising copy and promotional materials. Ability to work and make decisions both independently and collaboratively. Able to work to deadlines while managing a wide and varied workload using	Knowledge of current trends and new techniques in fundraising Good negotiation skills with a proven ability to establish long-term working relationships. Event planning and organisation skills	Flexible approach to work Able to travel to Children First offices across Scotland. A willingness and ability to travel to attend meetings and events. Able to work occasional evening and weekends. A commitment to and understanding of the principles of participation.	With love we put children first. With purpose we transform children's lives together. With strength we do whatever it takes to protect Scotland's children.

Ability to work with team colleagues in a manner consistent with the values of the charity and highest levels of empathy. Excellent ICT skills (MS Office applications) Desirable criteria Professional qualification in fundraising or marketing CIOF membership Experience of working with Raiser's Edge Understanding of child protection and trauma recovery.	strong organisational skills. Ability to assimilate information and recognise the importance of attention to detail. Confident and able to form effective and credible relationships with all levels of staff. Excellent presentation skills Desirable criteria An awareness of and interest in the work of Children 1st		Confident with public speaking	
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