

About Ewen's Room

Ewen's Room is a grassroots charity based in Lochaber and the Western Isles. We believe that preventing suicide starts early, by giving people the practical skills to look after their own mental health and providing kind, non-judgmental support before things get too much.

Our deeply committed, compassionate team works directly within our remote communities. We provide mental health education in schools, host adult "Open Doors" drop-in sessions, and provide tailored support through small-group or one-to-one therapy.

We are growing to meet the rising mental health crisis in our area. Our goal is to make our support safe, high-quality, and accessible in every corner of Lochaber, while launching our own small businesses to fund our work independently.

Income & Enterprise Manager

- ✓ **Salary Bracket:** £36,000 – £40,000 per annum (pro-rata, depending on experience)
- ✓ **Hours:** 21 hours per week, growing to 28 hours subject to funding
- ✓ **Location:** Lochaber Area / Hybrid (Claggan Office, Fort William & remote working, with regular travel across Lochaber for events and partner meetings)

Please email your CV and a cover letter to info@ewensroom.com, letting us know why you'd like to work with us, and what experience and skills you'd bring to the role.

Please clearly state which role you are applying for.

Applications to be received by:	13 th September 2026
Shortlisted candidates will be invited to interview:	6 th and 7 th October 2026

Ewen's Room is an Equal Opportunities Employer. The charity is totally committed to equal employment opportunities, and we base all our employment decisions solely on merit, job requirements and business needs.

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Role Purpose

The Income & Enterprise Manager is a strategic and entrepreneurial business development role within Ewen's Room. Reporting directly to the Chief Officer, you will drive the charity's financial sustainability and diversification as we expand across Lochaber and the Western Highlands.

You will combine sharp bid-writing skills with a proactive, self-starting approach, leading on grant applications, building strong funder relationships, designing a high-impact corporate giving strategy, and energising local community fundraising events (such as *Ewen's Run*). Crucially, you will spearhead our social enterprise ambitions: identifying commercial opportunities to monetise our existing skills and service portfolio, writing robust business plans, and securing start-up funding to build long-term earned income streams.

Key Duties and Responsibilities

1. Grant Development & Funder Relations

- **Grant Prospecting & Bidding:** Identify, research, and apply for grant opportunities from trusts, foundations, and statutory sources to support existing services and new initiatives.
- **Funder Engagement:** Attend preliminary funder meetings prior to application, build warm relationships with grant officers, and ensure all funder promotion and recognition requirements are strictly met.
- **Reporting & Delivery Tracking:** Write engaging, high-quality impact reports for current grant makers. Monitor output targets in real time, flagging any delivery shortfalls early and collaborating with the *Services & Delivery Manager* to implement corrective actions.

2. Community Fundraising & Signature Events

- **Event Management:** Plan, organise, and deliver vibrant community fundraising events across Lochaber (e.g. *Ewen's Run*), managing event budgets, health & safety compliance, risk assessments, and logistical targets.
- **Community & Group Liaison:** Proactively engage with local community groups, schools, businesses, and individual fundraisers to boost participation, build brand awareness, and maximise fundraising totals.

- **Media & Communications:** Lead on fundraising-related press releases, public relations, and promotional campaigns, raising the profile of Ewen's Room across local media, digital channels, and community networks.

3. Corporate & Philanthropic Giving

- **Corporate Strategy:** Develop and execute a targeted corporate giving strategy with clear financial milestones and outreach plans.
- **Donor Acquisition & Stewardship:** Proactively approach regional and national corporate partners and philanthropic donors with compelling funding proposals.
- **Executive Partnership:** Work closely alongside the Chief Officer to nurture high-value donor relationships and present joint funding proposals.

4. Social Enterprise & Income Diversification

- **Commercialisation Strategy:** Assess Ewen's Room's core competencies and service portfolio (e.g., workplace wellbeing, training, educational toolkits) to identify commercial income-generation opportunities.
- **Business Planning & Start-up Bids:** Write business plans for new enterprise concepts, pitching proposals to potential clients and securing seed/start-up funding where required.
- **Financial Planning & Budgeting:** Contribute operational insights and projected revenue streams to organisational budget setting in collaboration with the Chief Officer.

Required Skills, Qualifications, and Experience

Essential Criteria

- **Proven Fundraising Track Record:** Demonstrable success in researching, writing, and securing grant funding from charitable trusts, foundations, or statutory bodies.
- **Entrepreneurial Mindset & Self-Starter:** High level of personal drive, initiative, and resourcefulness, with a track record of turning ideas into structured, income-generating projects.
- **Persuasive Communication & Pitching:** Outstanding written and verbal communication skills; ability to write compelling proposals, grant bids, press releases, and commercial pitches.

- **Relationship Management:** Personable and professional, with experience nurturing relationships with funders, corporate sponsors, community leaders, and major donors.
- **Financial Literacy:** Experience contributing to budget development, monitoring income against targets, and producing financial updates for management.
- **Compliance:** Valid UK driving license, access to a vehicle for community travel/home visits, and eligibility for PVG Scheme membership (Protected Adults & Children) via Disclosure Scotland.

Desirable Criteria

- **Local Business Network:** Existing business or civic connections within Lochaber or the wider Scottish Highlands.
- **Event Planning & Logistics:** Practical experience organising public or community events, managing event budgets, and applying basic Health & Safety / risk assessment principles.
- **Social Enterprise / Commercial Experience:** Direct experience developing social enterprise models, selling services, or managing commercial revenue streams within a non-profit environment.
- **Local Knowledge:** Strong understanding of the geographical, cultural, and socio-economic dynamics of Lochaber communities.