

Join us to help improve the lives of disabled children and their families by becoming our next Fundraising Assistant



Job Title: Fundraising Assistant

Hours: 37 hours per week

Location: Edinburgh (with some home working)

Salary: £26,262 (£13.65 per hour)

JOB PURPOSE

Running for almost 40 years, The Yard is an award-winning charity that aims to build a community of support for disabled children and young people through adventure play and in doing so creates opportunities for fun and friendship and wrap around support for the whole family.

Coming to The Yard provides a great sense of belonging - children have fun and parents have a space free from judgement, where everyone they meet comes from a place of kindness and understanding. One real strength of our service is that we work with disabled children from birth to twenty-five, so families are on one journey. Having that consistency of support is invaluable to families.

Our parents often refer to The Yard as a home from home, as for many it is one of the only places where they can relax as a family and just be themselves. As a result, families feel less isolated as they have a chance to meet others facing similar challenges and build up crucial support networks. One parent summed up the difference the service made to their family: *"I love The Yard because the smile it puts on my son's face is priceless. It's helped him grow as a person, become more open to allowing others into his space, and makes him feel safe and accepted. The staff and volunteers are amazing with all the children."*

You will work within a small team to achieve The Yard's charitable objectives by supporting the fundraising team to raise the profile of The Yard across Scotland. This is an ideal role for a recent graduate looking to develop a career in fundraising in the charity sector.

This is an exciting time to join our team - The Yard is growing, and it is a great time to join a much loved and well-respected charity and help us support even more disabled children and their families across Scotland.

ORGANISATIONAL STRUCTURE

You will work within the Development Team across all our offices, with some home working. The team is currently comprised of Head of Fundraising, Community Events Manager, Philanthropy Manager (Trusts and Grants), and Fundraising Officer. This post will report to the Philanthropy Manager.

Scotland Yard Adventure Centre (known as The Yard) is a registered Scottish Charity SC002538 and Private Limited Company registered in Scotland 101671.

Version: 1

Date Reviewed: August 2026

KEY RESPONSIBILITIES

- Provide key administrative and stewarding support for the Development Team including the upkeep and management of our CRM system, Donorfy and day to day financial fundraising admin e.g. Just Giving, Stripe etc.
- Assist the Development Team with research of new income generation methods for multiple income streams (eg regular/payroll giving)
- Work on small and medium funding applications to Trusts and Foundations and other small applications that support the team
- Collaborate on weekly income reconciliation work with the Finance team to ensure accurate recording and coding
- Manage the Fundraising Inbox and provide a positive and friendly first point of contact for The Yard
- Support on gathering all case study content for the Development Team and generate excellent storytelling content to be used on multiple channels
- Build relationships with donors through active reporting and stewardship as well as representing The Yard at tours and talks
- Attendance and support at events and income generating activities
- Actively gather engaging content for the supporter newsletters as well as the communications led newsletters to stakeholders and staff.
- Work closely with the team to ensure consistent support across income streams
- Supporting the creation of content for fundraising on social media/website and ad hoc weekend social media duty

AUTHORITIES AND LIMITATIONS

- The Philanthropy Manager will be responsible for setting and reviewing your work
- You will have regular support and supervision meetings and will receive quarterly reviews and an annual appraisal
- There are no financial authorities for this role

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

Essential qualities and experience:

- Be able to demonstrate experience of integrity, analysis and working to time scales
- Experience working in a fundraising or admin role in either voluntary or paid capacity
- Excellent oral and written communication skills
- Experience of delivering to targets
- Excellent interpersonal skills, with a positive attitude and a friendly, approachable manner
- Excellent organisational skills
- Ability to work effectively as part of a team
- A willingness to carry out any other ad hoc duties required
- This post will be subject to a Disclosure Scotland check

Desirable qualities and experience:

- Experience of working in a charitable organisation is desirable
- Meeting financial targets
- Familiarity with databases
- Driving license although not a requirement would be beneficial