



**A LIFETIME OF
EQUALITY
RESPECT
AND
LOVE
FOR CARE EXPERIENCED PEOPLE**

Who Cares? Scotland Job Specification

Post Title:	Corporate Fundraising and Partnerships Officer
Salary range	£24,746 – £27,393 (scale point 27 – 30)
Hours of work	35 hours per week
Area	Pioneering Directorate
Base location	Glasgow
Responsible to	Fundraising and Partnerships Manager
Last update	December 2018
Application closes	Friday 11 January at 12 noon

Introduction

Who Cares? Scotland is Scotland's only national independent membership organisation for care experienced people. We want to secure a lifetime of equality, respect and love for care experienced people by 2022 in Scotland.

We will do this by undertaking a series of programmes to achieve on our ambitious Strategic Plan 2018 – 2022. We will continue to provide advocacy to children and young people across Scotland; we will work with corporate parents at local and national level as part of our training and education projects delivered on behalf of the Scottish Government and the Scottish Funding Council and others of a bespoke commissioned nature; we will ensure policy makers and parliamentarians make decisions to law, policy and practice having heard the views of the care experienced community; and we will continue to publicly advocate and campaign for the care experienced community.

Purpose of the post

Who Cares? Scotland's newly launched vision of a lifetime of equality, respect and love for Care Experienced people has created a unique opportunity for a dedicated and skilled corporate fundraiser, with a strong track record in securing income from private

companies through Charity of the Year partnerships, and one-off fundraising opportunities.

This role will support the organisation's strategic vision to deliver 'a lifetime of equality, respect and love' through securing support from the private sector. Funding secured will support the growth of our membership and influencing work as well as a range of other activities to improve the lives of those with experience of the Care System.

The post holder will develop meaningful corporate partnerships that allow for income generation opportunities and also enhance and augment the offer we make to our Care Experienced members. This will be realised through corporate volunteering opportunities, donation of skills, pro-bono services and gifts in kind. This role represents an opportunity for a corporate fundraiser to create truly strategic partnerships, which are of mutual benefit to all parties.

The successful candidate will be a skilled communicator, with powerful relationship management and interpersonal abilities, combined with the dogged, determined nature that leads to valuable new relationships being formed.

The post holder will work closely with other members of the Fundraising Team and contribute to the overall Fundraising and Partnership Strategy. They will also work closely with our Membership Team, to ensure that partnership opportunities are truly meaningful for our members.

Main Duties and Responsibilities

1. Devise, implement and manage a programme of fundraising to secure income from companies and associated corporate foundations and employees, achieving a target in excess of £120k in new income in 2019-2020
2. Develop high quality funding proposals, with particular focus on Corporate Social Responsibility, and use these to secure Charity of the Year Partnerships
3. Oversee the donor stewardship of all corporate fundraising supporters, ensuring high quality thanking processes which lead to maximising optimum fundraising relationships
4. Manage each corporate relationship, ensuring fundraising activities receive appropriate support and promotion, in order to provide a good experience for the corporate partner
5. Research, identify and prioritise potential corporate funders and Charity of the Year opportunities and advise Fundraising and Partnerships Manager of upcoming opportunities to grow voluntary income from corporate sector
6. Support the Fundraising Support Officer to recruit corporate participants in community fundraising activities such as The Kiltwalk
7. Develop quality relationships with potential partners, including arranging meetings, visits, follow ups and engagement with other Who Cares? Scotland events, as appropriate

8. Contribute to the development of the wider Who Cares? Scotland's fundraising strategy e.g. corporate and community fundraising and individual donors and act as a role model to more junior members of the Fundraising Team
9. Liaising with members of the Membership and Belonging function to ensure that corporate partnerships can support our aspirations to provide Lifelong Opportunities, through more than just donations – e.g. gift in kind, pro bono work, work experience opportunities and corporate volunteering
10. Producing documents, briefing papers, reports and presentations to assist internal and external communication relating to corporate voluntary income
11. Support fundraising activity with presentations, notes and visits as appropriate.
12. Liaising with funders, supporters and other staff
13. Organising community activities and challenge events, assisting with enquiries, mail-outs, and research
14. Implement a social media strategy to generate unrestricted income from corporate funders
15. Ensure the fundraising database and paper systems are up-to-date and developed
16. Organising meetings and ensuring Senior Management Team members have all relevant information for meeting potential partners
17. Producing documents, briefing papers, reports and presentations
18. Any other duties commensurate with the role as directed by the Fundraising and Partnerships Manager

Communication

The post holder will have key contacts with:

- Senior Management
- Board of Management
- Leadership Team
- All WCS Staff and volunteers
- Our Care Experienced members

Teamwork is important to the smooth running of Who Cares? Scotland and all team members are required to play an active part in the organisation.

Working environment

The post holder will be based at the National Office in Glasgow. Regular travel across Scotland, and further afield will be required in order to develop and maintain relationships with partners. Some evening and weekend work may be necessary as required.

Attitudes and values

Being human. Someone who will get to know our Care Experienced members and connect on a personal level. The Corporate Fundraising and Partnerships Officer should be able to convey lived experiences of our members and pursue funding not just to make target, but to make a difference. The post holder should be motivated to help in our vision of a lifetime of Equality, Respect and Love for Care Experienced people and live by those values in their day to day interactions with colleagues and external partners/funders.

A positive 'can-do' attitude that will enthuse prospective and current supporters, colleagues and volunteers.

Commitment to:

- Children's rights
- Working inclusively with an understanding of equal opportunities practices
- Belief that young people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with like-minded organisations
- Young people; empowering them to make decisions about their own lives
- Developing best practice through regular supervision and training opportunities

Essential knowledge, skills and experience

Qualifications:

- Qualified to HNC/HND level (SVQ level 3/4), or equivalent work experience, in a relevant discipline or work area.

Demonstrable Knowledge of:

- Corporate partnerships/charity of the year opportunities
- The issues affecting young people who are looked after away from home
- The care system in Scotland
- An understanding of the relevant regulatory guidance and legislation

Skills and Competencies:

- Excellent communication skills, both verbal and written.
- Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals.
- Strong organisational and administration skills.
- Ability to manage your time and workload effectively to meet deadlines
- Ability to effectively evidence, organise and plan work
- Confident use of the Internet as well as standard office IT packages e.g. Word, Outlook, Excel, PowerPoint, Access (or other databases).
- Adaptable and responsive to the needs of a not for profit organisation.
- Ability to work collaboratively as part of a team and on own initiative
- Ability to work some evenings and weekends as required.

Experience in:

- Experience of leading fundraising initiatives as well as bid-writing.
- Experience of liaising with potential funding organisations

Desirable:

Experience working in an children's rights organisation or field related to Care Experienced Children and Young people.

We particularly welcome applications from people with experience of the care system who meet the criteria for the post.