



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

Who Cares? Scotland Job Specification

Post Title:	Fundraising Coordinator (Trusts and Foundations)
Salary range	SCP 32 – £29,056
Hours of work	35 hours per week
Area	Pioneering Directorate
Base location	Glasgow
Responsible to	Fundraising and Partnerships Manager
Last update	November 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 skilled and creative

fundraiser, with a strong track record in securing income from trusts, foundations and major grant-making organisations such as The Big Lottery.

This role will support the organisation's strategic vision to deliver 'a lifetime of equality, respect and love' through securing voluntary income, with a particular focus on securing core and unrestricted funding. 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 possess strong written communication skills and relationship management skills, regularly drawing on these in order to develop high quality funding proposals. They will manage each delegated grant application from submission to decision stage and oversee reporting processes to demonstrate the impact of our work.

The post holder will also need to work closely with budget holders in our Leadership Team as well as colleagues in our Impact Measurement Team.

Main Duties and Responsibilities

1. Strategic oversight of our approach to securing income from trusts, foundations, grant making authorities and other bodies, achieving a target in excess of £300k in new income in 2019-2020 (this can include securing multi-year grants)
2. Develop a funding pipeline of multi-year grants to ensure the ongoing sustainability of our work, taking into account replacement and legacy funding for existing work, as well as funding for new work.
3. Oversee a database of information pertaining to funding applications, award letters and reporting requirements and maintain a calendar which ensures deadlines for applications and reporting are met, that funding cycles are understood, and that opportunities to re-engage supporters are realised.
4. Manage each delegated grant application from submission to decision ensuring all communication and content of reports is of a consistently high standard.
5. Research, identify and prioritise potential funders and advise Fundraising and Partnerships Manager of upcoming opportunities to grow voluntary income.
6. Develop quality relationships with potential funders, including arranging meetings, visits, follow ups and engagement with other Who Cares? Scotland events, as appropriate
7. 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/mentor to more junior members of the Fundraising Team
8. Liaise with managers and the finance team to ensure sound budgeting approach to underpin applications to funders
9. Liaising with managers and the finance team to prepare budgets for new work for scrutiny and sign off by the Director of Fundraising and Development.

10. Organising meetings to ensure Senior Management Team members have all relevant information for meetings with funders
11. Producing documents, briefing papers, reports and presentations to assist internal and external communication relating to voluntary income.
12. Any other duties commensurate with the role as directed by the Fundraising and Partnerships Manager

Communication

The post holder will have key contacts with:

- Trusts, foundations and other potential funders
- Big Lottery
- Senior Management
- Board of Management
- Leadership Team
- Staff and volunteers across Who Cares? Scotland
- Our Care Experienced members

Teamwork is important to the smooth running of the organisation 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. 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 Fundraising Co-Ordinator 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 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 degree level or equivalent work experience, in a relevant discipline or work area.

Knowledge:

Demonstrable knowledge of:

- Funding bodies and potential funding resources
- The issues affecting young people who are looked after away from home
- The care system in Scotland
- Relevant regulatory guidance and legislation – e.g. Fundraising Code of Conduct, GDPR, etc.

Skills and Competencies:

- Project management skills and ability to juggle competing priorities at once
- 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 and experience of managing a pipeline of prospective funders.
- 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.

Essential Experience in:

- Developing and implementing a successful fundraising strategy
- Securing significant income in excess of £300,000 in one year (this can include securing multi-year grants)
- Delivering successful bids with large grant giving organisations such as The Big Lottery
- Relationship management with a range of stakeholders, which have generated income for a voluntary organisation

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.