

## Job description

<b>Job title:</b>	Fundraising Manager Scotland
<b>Location:</b>	Carers Trust Scotland Offices, Glasgow
<b>Responsible to:</b>	Director of Scotland and Northern Ireland
<b>Salary:</b>	£34,835 per annum, Grade F (progressing to £36,577 after 18 months)
<b>Contract:</b>	Permanent
<b>Hours:</b>	35 hours per week
<b>Annual leave:</b>	25 days plus 2.5 office closure days and bank/public holidays
<b>Pension:</b>	After probationary period, we offer a matched employer contribution up to a maximum of 5% of salary

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### Main aims of the post

The main purpose of this role is to maximise income for Carers Trust in Scotland via Trust, Statutory, Lottery, Corporate, and Event sources, implementing the fundraising strategy and achieving targets for operational work in Scotland. This also comprises building relationships and account managing a portfolio of funders across these and other appropriate funding stream sectors. This post has a secondary role offering (fundraising) capacity development support on an ongoing basis to Carers Trust Network Partners across Scotland. The post holder will work with Carers Trust's UK Fundraising Team, informing of any developments within the fundraising arena in Scotland.

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### Scope and accountability

The post holder will:

- Be line-managed by the Director of Scotland and Northern Ireland and work closely with the UK Fundraising team.
- Review, develop and implement Carers Trust's Fundraising Strategy in Scotland.
- Have a lead role in securing funding from Trusts, Statutory, Lottery, Corporate, and Events sources across Scotland, up to and including high-level multi-year gifts.

Carers Trust is a registered charity in England and Wales (1145181) and in Scotland (SC042870). Registered as a company limited by guarantee in England and Wales No. 7697170.

Registered office: 32-36 Loman Street, London, SE1 0EH

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- Work to agreed targets with the Director of Scotland and Northern Ireland and the UK Fundraising team to source funding necessary to support operational sustainability in Scotland.
- Targets will be set with the Director of Scotland and Northern Ireland and reviewed as part of the established work-plan
- Work with the Network Partners in Scotland as appropriate to identify support and advice around funding streams.

## **Duties to include**

### ***Fundraising, account management and research***

1. Lead on generating and increasing restricted and unrestricted income from charitable trusts and foundations; statutory, lottery, and corporate sources; events and individuals for the charity's work in Scotland, in line with targets agreed with the Director of Scotland and Northern Ireland.
2. Lead on the development and implementation of the overall fundraising strategy in Scotland and contribute to the UK-wide fundraising strategy.
3. Research new and existing funding opportunities and potential funders to build and grow the funder portfolio.
4. Build a portfolio of programmes working collaboratively with Carers Trust Scotland colleagues to develop comprehensive business and project plans with detailed costings, ensuring appropriate sign offs are in place to proceed with fundraising applications.
5. Develop persuasive and deliverable proposals/cases for support, case studies, fundraising 'products', reports and statistics (revising as necessary) to maximise income in Scotland.
6. Monitor income and expenditure on budgets, reporting to the Director of Scotland and Northern Ireland and informing the (Deputy) Director of Fundraising as per overall UK-wide performance.
7. Manage a portfolio of grants, awards, contracts and relationships, including working with project teams and finance to compile, produce and submit accurate progress and associated expenditure to meet external deadlines, ensuring supporters are kept fully updated on any projects funded, including on changes to project design or progress.
8. Ensure good communications across the organisation by recording all fundraising activities and processing gifts as necessary.
9. Provide specific fundraising support to the UK-wide fundraising team when appropriate.
10. Represent Carers Trust Scotland at external meetings with key stakeholders (including senior decision makers and high profile individuals) in person/using telecommunication systems or at events/presentations.

### ***Other:***

1. Maintain up-to-date and accurate paper and electronic records, including Raiser's Edge, for current and prospective funders and grants (terms and conditions).
2. Record donations received on Raiser's Edge and on any Carers Trust Scotland reports within standard set times, coordinating with appropriate colleagues in the Scotland, UK Fundraising and Finance teams as appropriate.

3. Work with Carers Trust Scotland office team members to maintain overall financial records for Scotland activities.
4. Ensure all donors are promptly thanked within standards set for response times (either by Carers Trust UK or Carers Trust Scotland, whichever is earliest).
5. Represent Carers Trust/Carers Trust Scotland at internal and external conferences where appropriate.
6. To make a positive contribution to Carers Trust, working within all policies and procedures, to attend relevant staff meetings, inputting information from the Scotland fundraising arena, and to function as a member of the wider team as appropriate.
7. To act as ambassador for Carers Trust, protecting and promoting its good name and reputation at all times.
8. Comply with the organisation's governance provisions (UK-wide and Scotland) and such statutory regulations, including data protection, as are relevant to this work and the organisation.
9. Work closely with the Director of Scotland and Northern Ireland, as a senior team member, to support the activities and strategy of Carers Trust Scotland.

### **General**

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- As TRUSTED Carers Trust staff, we are:
- Team Workers – supporting each other toward a common goal.
- Responsive – putting ourselves in others' shoes and responding to their needs.
- United – working as one organisation meeting challenges together.
- Supportive – enabling one another to do a great job.
- Transparent – being honest and open with one another.
- Enterprising – being bold, pro-active and evolving.
- Diverse – understanding and celebrating the different things we each bring to Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are applied at all times.
- To undertake any other duties that may be considered commensurate with the level of the post.

## Person specification

Essential	Desirable
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Strong experience in successful fundraising from charitable trusts and foundations, Government funders and/or Big Lottery Fund, with a proven track record of meeting or exceeding income targets.</li> <li>• Strong account management experience from charitable trusts and foundations, Government funders, and/or Big Lottery fund.</li> <li>• Income and expenditure monitoring and reporting.</li> <li>• Strong experience of fundraising research.</li> <li>• Ability to communicate effectively and influence decision makers in writing, face-to-face and by phone.</li> <li>• Ability to work with non-fundraising colleagues to develop strong proposals and bids.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in developing a strategy to grow income from charitable, corporate and individual funders</li> <li>• Experience fundraising for a small or medium-sized UK-wide charity.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising qualification.</li> <li>• Membership in the Institute of Fundraising or similar professional body.</li> </ul>
<p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Confident and strong written and verbal communication skills.</li> <li>• Good understanding of policy work, with ability to transpose policy information into compelling proposals and bids</li> <li>• Good budgeting and financial skills</li> <li>• Strong attention to detail</li> <li>• Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meeting deadlines</li> <li>• Ability to work independently</li> <li>• Ability to communicate effectively both face to face and in writing</li> <li>• Credibility, tact and diplomacy</li> <li>• Good computer skills, including Word processing, MS Excel, Internet and PowerPoint</li> <li>• The job might involve some evening and</li> </ul>	

weekend work for which time in lieu may be taken. Some flexibility with hours and travel is required.	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Broad understanding and knowledge of trusts, statutory and lottery, corporate and events fundraising and the voluntary sector.</li> <li>• Good knowledge of Raiser's Edge database or equivalent fundraising databases</li> <li>• Good knowledge of administration and office systems (manual and computerised).</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and interest in carers' issues.</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• Self-motivated, energetic and enthusiastic.</li> <li>• Flexible</li> <li>• Commitment to the aims of Carers Trust.</li> </ul>	

### Progression within grade

New appointments will be made at the starting salary for the relevant grade. On completion of 18 months service in grade, the employee will be eligible to move to the experienced salary for the grade, provided that their performance and conduct are satisfactory. Salary increases will take effect from the first of the month following the 18 month anniversary of joining the grade. Performance and conduct will be considered to be satisfactory if there is no documented record of performance or conduct being unsatisfactory against the normal expectations of the job.