

Job Description

Title	Community Fundraiser
Line Manager	Chief Executive Officer (at present)
Line Manages	No line management. Can supervise volunteers
Salary	£25,000 - £30,000
Location	Calman Cancer Support Centre, 75 Shelley Road, Gartnavel Complex, Glasgow G12 0ZE
Contract	Permanent
Hours	35 hours per week, full time
Annual Leave	25 days plus 10 days public bank holidays
Budgetary responsibility and accountability	Contributing towards team income target of £500 - £800k approx.

About Cancer Support Scotland:

Cancer Support Scotland provides emotional and practical support to those affected by Cancer. Offering counselling, complementary therapy, stress management and podiatry through one-to-one and groups based methods.

Founded by Sir Kenneth Calman in 1980, Cancer Support Scotland is dedicated to supporting people affected by cancer. The Charity, formally known as "Tak "Tent", is based within the grounds of Gartnavel Hospital, Glasgow and also has outreach services located across the west and central Scotland.

In the last year Cancer Support Scotland has offered over 6,000 appointments and demand for our services is steadily rising. This means the charity needs to be as strong as it can be in terms of fundraising efforts and having the very best people.

The charity has a new Chief Executive Officer who is conducting a strategic review to enable Cancer Support Scotland to be as strong as it can be. This includes having a fully resourced fundraising team.

The charity has around 20 members of staff and 200 volunteers across Scotland. Our staff are based within the Calman Centre in Glasgow and our volunteers cover Scotland.

You will be responsible for delivering the Community, Events and Challenges income for the charity. You will be working with an expanding Fundraising team to provide a fantastic experience for supporters resulting in an increase in fundraising activities.

The Post:

The purpose of this role is to develop, deliver and grow community, challenge and event fundraising activity and income. This will be achieved through supporter led activity, local groups and local businesses in line with the Cancer Support Scotland fundraising strategy.

Cancer Support Scotland places a strong value on supporting people and taking a non-judgemental approach to our work. We therefore expect our fundraisers to provide a fantastic experience for our fundraising volunteers based on respect.

Main Responsibilities

Fundraising

- Develop and deliver compelling fundraising engagement plans to motivate individuals and community groups to fundraise for Cancer Support Scotland
- Provide high levels of support and relationship management to community groups and individual fundraisers
- Identify prospects and help develop relationships with community partners and succeed in securing donations and event involvement
- Develop fundraising concepts and materials for use across community fundraising activity
- To meet the agreed targets for community fundraising
- Work with the Volunteer Coordinator to recruit, train and support volunteers in the delivery of the community fundraising activities
- Maintain presence on and contribute content to social media and giving sites (including but not limited to: Instagram, Twitter, Facebook, CSS's website, LinkedIn and JustGiving)
- Ensure that community supporters and donors are thanked in an appropriate and timely fashion
- Coordinate, plan and deliver in house Cancer Support Scotland community events.
- Implementation of a collection can strategy and the subsequent delivery of this strategy.
- Contribute to fundraising appeals/campaigns and apply to community fundraising activity.
- Recruit and support individuals to take part in a range of fundraising challenge events across Scotland.

General Responsibilities

- To ensure day to day operations such as income monitoring, evaluating and reporting are carried out to a high standard.
- To ensure all records within database are kept up to date and consistent
- To liaise with relevant staff and outside agencies as required
- To attend internal and external meetings as required
- To operate within the policies and procedures set out by the organisation
- Any other duties that are required and relevant to this role
- To provide support to volunteers and assist with training, as required

Personal Profile

	Essential	Desirable
Skills, Knowledge and Experiences	<ul style="list-style-type: none"> • Experience of working in a fundraising environment • Experience of meeting and measuring key performance indicators to meet and exceed income targets. • Proven track record in supporting and giving advice to community fundraisers to encourage them to develop their fundraising ideas and activities • Excellent planning and organisation skills. • Excellent interpersonal, written, and verbal communication skills. • Able to present a compelling and persuasive case for support. • Working in a solution focused approach • Strong understanding of equal opportunity and confidence to translate these into effective action • First class digital and admin skills with the ability to work with relevant packages: Office 365. • Working knowledge of using a fundraising package/database (ideally E-Tapestry) • A strong team player with the ability to work in collaboration across the charity • Ability to work flexibly in response to changing organisational requirements. • Willingness to travel across Scotland to meet the needs of our supporters and the charity. • Has a driver's licence 	<ul style="list-style-type: none"> • Experience and understanding of fundraising techniques including community, individual giving, corporate, major gift and trusts and foundation. • An understanding of the challenges those affected by cancer face • Use of financial package- Xero • Advanced user of Microsoft Excel Packages • Experience of working with volunteers

How to apply

You can apply with a tailored covering letter and a two page tailored C.V to recruitment@cancersupportscotland.org by 12noon on 27 March 2019 with interviews being held in Glasgow on the 3 April 2019.