

Job Description

Title	Fundraising & Digital Communications Officer
Line Manager	Fundraising Manager
Line Manages	No line management. Can supervise volunteers
Salary	Band 4: £25,803 - £30,189
Location	Mixture of home working and working from our main office in Glasgow.
Contract	Permanent
Hours	35 hours per week,
Annual Leave	35 days annual leave
Budgetary responsibility and accountability	Contributing towards team income target of £500 - £600k approx. with an individual target set

About Cancer Support Scotland:

For forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to help people cope with what cancer means to them, in a way that works for them.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital counselling, stress management, 'HereForYou' phone calls and Self-help tools, to simply offering a tranquil place to collect your thoughts with a cup of tea.

In the last year Cancer Support Scotland has offered over 7,000 appointments and demand for our services is rising.

Our staff are based from home and within the Calman Centre in Glasgow and our volunteers cover Scotland.

The Post:

The purpose of this role is twofold, firstly to develop, deliver and grow a variety of fundraising activity and income in a COVID19 environment. This will be achieved through supporter led activity, virtual fundraising, online fundraising and businesses in line with the Cancer Support Scotland fundraising strategy. Secondly this role will be responsible for developing and maintaining strong digital content to raise awareness and drive fundraising.

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.

Key Responsibilities

Fundraising & Digital Communications

- Develop and deliver compelling fundraising engagement plans to motivate individuals, groups and businesses to fundraise for Cancer Support Scotland
- Provide high levels of support and relationship management to all supporters
- Develop fundraising concepts and materials for use across a variety of fundraising activity
- To meet the agreed targets for fundraising
- Work with the Volunteer Coordinator to recruit, train and support volunteers in the delivery of the community fundraising activities
- Ensure that supporters are thanked in an appropriate and timely fashion
- Coordinate, plan and deliver in house Cancer Support Scotland events. (these will be subject to Government Guidelines)
- Contribute and deliver fundraising appeals/campaigns
- Recruit and support individuals to take part in a range of fundraising challenge events across Scotland. (these will be subject to Government Guidelines)
- To ensure compliance with any relevant Institute of Fundraising Codes of Practice, current legislation (GDPR) and CSS policies.
- To carry out other tasks in support of the Fundraising & Communications Team as required.
- Develop and maintain presence on social media and giving sites (including but not limited to: Instagram, Twitter, Facebook, CSS's website, LinkedIn and JustGiving)

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 Specification

	Essential (E) / Desirable (D)	Assessment Method
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent experience in the field (E) • IOF – (Certificate or Diploma in Fundraising) (D) • Has a driver's licence (E) 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Experience of working in a fundraising environment (E) • Experience of creating fundraising content for digital and social platforms (E) • Experience of using online content management systems and fundraising related Customer Relationship Management Systems – (E) • Experience of meeting and measuring key performance indicators to meet and exceed income targets. (D) • Experience of working with volunteers (D) • Experience of working effectively in a team and leading on own initiative (E) • Experience of meeting targets (E) 	<ul style="list-style-type: none"> • Application • Interview
Skills	<ul style="list-style-type: none"> • Excellent organisations skills, including ability to manage multiple tasks and projects (E) • Excellent written, oral and social media communication skills (E) • Ability to work on own initiative and to meet deadlines (E) • Ability to problem solve and find creative solutions (E) • Attention to detail and to seek the highest standards (E) 	<ul style="list-style-type: none"> • Application • Interview

Competency

Competency	Level	Evidence
Collaborating		
Non-Judgemental		
Ability to adapt		
Achieving Excellence		

How to apply

You can apply with a tailored covering letter and two-page tailored C.V to: emma.connor@cancersupportscotland.org by 12noon on Tuesday 16th March 2021 with interviews being held via Zoom on Wednesday 24th March.