

## Job Description

<b>Title</b>	Fundraising & Events Officer
<b>Line Manager</b>	Head of Fundraising and Communications
<b>Line Manages</b>	Fundraising Assistant. Can supervise volunteers
<b>Salary</b>	Band 4   Point 3   £29,308
<b>Location</b>	Calman Centre, Shelley Road, Glasgow. Hybrid position with 2-3 days in the office, and 2-3 working from home
<b>Contract</b>	Permanent
<b>Hours</b>	Full Time   35 Hours Per Week
<b>Annual Leave</b>	35 days annual leave (Including Bank Holidays)
<b>Budgetary responsibility and accountability</b>	Contributing towards team income target of £500k approx. With sole responsibility for Events & Individual Giving Targets.

### About Cancer Support Scotland:

For more than forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to improve the wellbeing of those affected by cancer.

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, 'Here for You' 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 3,348 appointments and demand for our services is continuing to rise.

### Our Values



### The Post

The purpose of this role is to develop, deliver and grow a pipeline of events which raised funds for the charity – these include those we organise, those larger events which we participate in, and those smaller events organised by supporters. We also wish to build up our Corporate partnerships for these events as well as other activity.

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

### Individual Giving & Fundraising

- Ensure continued evolution of our Individual Giving function, looking to increase public donations and working with other team members to increase ease of access and visibility which will boost awareness
- Work to develop and strengthen our Corporate fundraising function, working with existing stakeholders and soliciting new organisations
- Take the lead on other areas including Legacy and In Memory
- Be involved in daily operational duties alongside other team members to process payments, attribute income, response to email and other enquiries
- To carry out other tasks in support of the Fundraising & Communications Team as required

### Events & Community Fundraising

- Meet and exceed specific Fundraising target(s)
- Coordinate, plan and deliver in house Cancer Support Scotland events such as our Ladies Lunch, fundraising days at the Calman Centre, etc.
- Provide high levels of support and relationship management to all stakeholders and supporters
- Work with the wider team 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
- Contribute and deliver fundraising products in keeping with key trends in the sector
- Recruit and support individuals to take part in a range of fundraising challenge events across Scotland including The Kiltwalk, Great Scottish Run, and Edinburgh Marathon
- Recruit and support organisers of other events which raise funds for the charity, such as RUSHfest, galas, etc
- Oversee use of events platforms such as JustGiving
- Ensure compliance with any relevant Institute of Fundraising Codes of Practice, current legislation (GDPR) and CSS policies.

### 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"> <li>• Full Clean Driver's licence (E)</li> <li>• Evidence of continuing personal development (E)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience of fundraising (E)</li> <li>• Experience of creating direct marketing materials. (E)</li> <li>• Experience of using online content management systems and fundraising related Customer Relationship Management Systems (preferably Donorfy) – (E)</li> <li>• Experience of producing successful events to budget and delivering on fundraising targets (E)</li> <li>• Experience of working effectively in a small team and leading on own initiative (E)</li> <li>• Experience of meeting &amp; growing financial targets (E)</li> <li>• Experience of meeting and measuring key performance indicators to meet and exceed income targets. (D)</li> <li>• Experience of working with volunteers (D)</li> <li>• Experience of fundraising within in a health or cancer charity (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent organisations skills, including ability to manage multiple tasks and projects (E)</li> <li>• Strong empathy and human connection skills (E)</li> <li>• Excellent written, oral and social media communication skills (E)</li> <li>• Ability to work on own initiative and to meet deadlines (E)</li> <li>• Ability to problem solve and find creative solutions (E)</li> <li>• Attention to detail and to seek the highest standards (E)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

## Benefits include

- 35 Days Annual Leave increasing 1 day after year of service (to 40days)
- Flexible working options
- Modern workplace environment with friendly staff and a great base of volunteers
- Access to learning and development opportunities
- Competitive salary with incremental progression
- Access to pension scheme

## Requirements of this role are

- PVG Check (Paid for by Cancer Support Scotland)

- Two Professional references
- Adhere to all of Cancer Support Scotland's guidance, policies and procedures

This job profile is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations our out of hours by Cancer Support Scotland.

## How to apply

You can apply with a tailored covering letter and C.V to:  
[recruitment@cancersupportscotland.org](mailto:recruitment@cancersupportscotland.org). Applications will be reviewed and interviews conducted on a rolling basis with a view to hiring as soon as the right candidate is found.

