

Job Description

Responsible to: Chief Executive
Salary: £40,131 to £41,736
Hours: 35 hours per week
Term: Permanent
Location: Remote

Forces Children Scotland supports children & young people from serving, reservist and veteran families across Scotland to realise their potential and thrive. We work with children and young people to co-produce services and projects to overcome their unique challenges to mental health and wellbeing, education and learning and important transitions.

Our approach to working with children and young people

Forces Children Scotland are committed to taking a children's rights-based approach to all aspects of our work from planning to service delivery. This means we strive to ensure our work is grounded in the United Nations Convention on the Rights of the Child. Engaging in co-production with children and young people can help ensure their right to participate in matters affecting them is meaningfully upheld and implemented.

Purpose of Job

Provide strategic and operational leadership across the organisation, leading on all fundraising activity whilst managing our external relations. Develop income generation plans aligned with our strategic priorities, working with policy, participation and services colleagues to ensure capability to deliver, setting up for success. Work alongside the CEO, Deputy CEO, and Finance Manager to secure the organisation's long-term financial sustainability, establishing a strong funding pipeline and partnerships that enhance the lives of forces children and young people in Scotland.

Responsibilities and Duties

1. Strategy & Leadership
 - a Work within the guidelines of the Chartered Institute of Fundraising best practice and the Fundraising Regulator code of practice.
 - b Lead our income generation activity, developing plans to diversify our funding streams
 - c Develop a long-term funding pipeline with a focus on consistency over intensity, eg multi-year arrangements

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)
Scottish Charity Number: SCO38722
Patron: His Majesty The King

Registered Address: 15 Hill Street | Edinburgh | EH23JP

2. Fundraising & Operations

- a Manage individual giving including legacy providing excellent supporter care
- b Lead on managing and growing our trust portfolio building multi-year grants and core funding support
- c Manage funder relations and co-ordinate internally on reporting requirements
- d Develop and manage our internal bid development process
- e Consider development of digital and events based fundraising

3. Partnerships

- a Develop impactful corporate partnerships, engaging and compelling funding propositions and cases for support
- b Maintain and update Donorfy to ensure all data is stored accurately and up to date to comply with current data protection and other fundraising regulation
- c Create and manage supporter journeys and look after a portfolio of individual donors, major donors and legators

4. General

- a To raise awareness of the experiences and voices of children and young people from armed forces families across a wide range of audiences.
- b Represent Forces Children Scotland externally, to the press and at events or forums as required.
- c To monitor and evaluate activities against agreed outcomes.
- d To liaise closely with other Forces Children Scotland staff in supporting the aims and objectives of the organisation.
- e Carry out any other duties commensurate with the post as identified by your line manager.

Person Specification

Skills and Experience

QUALIFICATIONS (DESIRABLE)

A relevant qualification, to degree level or equivalent, or equivalent work experience. Qualifications and membership of the Chartered Institute of Fundraising, or equivalent.

EXPERIENCE (ESSENTIAL)

- Proven track record of income generation through diverse funding streams

- Development of a long-term funding pipeline with a focus on consistency over intensity eg multi-year arrangements
- Experience of managing individual, regular and legacy giving
- Experience of relationship management, stewardship of donors
- Experience of managing a portfolio of trusts and foundations
- Both digital and events based fundraising experience
- Experience of working in a collaborative, inter-agency, inter-disciplinary way
- Experience of living the values as part of an organisation

EXPERIENCE (DESIREABLE)

- Understanding of the issues affecting Armed Forces Children and Young People and their families.
- Experience of working in the voluntary sector.

KNOWLEDGE (ESSENTIAL)

- Knowledge of fundraising regulations and code of practice
- Best use of CRM as a key tool as part of your work, with consideration of the supporter journey
- What impactful partnerships look like, and what tools/resources you need to help make it happen

SKILLS

- Storyteller who can effectively build cross-sector alliances, partnerships and collaborations at local and national level
- Developer of engaging and compelling funding propositions and cases for support
- Networker, influencer and strategic thinker
- Excellent organiser with good verbal and written skills, and the ability to communicate clearly.
- Have the ability to work on a people first basis, whilst following processes which give us a proportionate level of structure to our work.
- Willingness to commit to our desired work culture and role model the expected behaviours.
- Effective internal and external collaborator with excellent inter-personal skills.
- Ability to develop and maintain positive relationships with colleagues, as well as children and young people, parents, carers, and other professionals.

Commitment to and understanding of:

- Children's rights



- Co-production
- Working in partnership with young people, empowering them to make decisions about their own lives.

ADDITIONAL INFORMATION

Pension Scheme

Forces Children Scotland offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with Forces Children Scotland contributing up to 4% of gross salary.

Employee benefits

Access to 'Health Assured' Employee Assistance Platform.

Annual Leave

Forces Children Scotland leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rated for part time employees.

TOIL

TOIL is provided for work undertaken over normal contracted hours.