



**FORCES
CHILDREN
SCOTLAND**

Supporting armed forces
children & young people



Recruitment Pack - May 2026

TRUST AND FOUNDATIONS FUNDRAISER



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

A MESSAGE FROM OUR CEO

Thank you for your interest in this important role that will fuel our mission and help provide support and opportunities for Forces children across Scotland.



I hope this Recruitment Pack will help you find out more about us as an organisation and potential new employer. It includes some encouragement to get in touch and have a conversation if you are thinking about applying, and details on the application and recruitment process itself. We would love to hear from you – please give us the opportunity to showcase why we could be a great next step in your career.

In March, we commissioned [THINK](#) to conduct a **Fundraising Key Issues Review**. This project explored our current fundraising portfolio, existing bridges to support future fundraising development, and barriers to address as we develop and refine our fundraising strategy, which will be finalised by our Board this June.

The review identified a number of organisational strengths to build on, including strong internal knowledge around grants, good reporting mechanisms, and existing database and infrastructure. We have clear buy-in for fundraising at the highest level, a solid foundation for the work ahead. The review also identified opportunities to grow and diversify our income.

Trusts and foundations will be a prominent part of our fundraising strategy, and in the first year we will be focused on consolidating and growing this income stream. Looking further ahead, we will broaden our approach to include individual giving and building public awareness of our cause and impact.

Please do read on to find out more about our strategy; our healthy, happy, energised, and rights-respecting work culture; the responsibilities and duties of this role; employee benefits and our approach to flexible working.

Good luck!

Steven Sweeney

Chief Executive

Forces Children Scotland

ABOUT US

OUR MISSION

We provide support and opportunities to enable babies, children and young people from Regular, Reservist and Veteran families to realise their potential and thrive.

OUR VISION

Opportunities for babies, children and young people from Regular, Reservist and Veteran families are maximised. They are listened to, their rights are upheld, and they are empowered to realise their potential and thrive.

OUR VALUES

As an organisation, we are always striving to be:



TRUSTED



PASSIONATE



COLLABORATIVE



HONEST



OUR THREE-YEAR STRATEGY

In August 2025, we launched our organisational strategy for 2025-2028, outlining our commitment to babies, children, and young people from forces families.

The name of this strategy is [‘Hear. Involve. Support.’](#)

We are passionately promoting youth leadership and sharing power with children from Forces families. We will build on our work in the early years, with babies now directly mentioned in our vision and mission. We want to be inclusive of the whole Armed Forces community, whilst recognising what makes us unique is that our work is tri-serve and spans across communities in Scotland.

In the next three years, we will focus on:

**Cooperating cross-sector,
coordinating across networks,
collaborating with purpose**



**Participation, resources and
wellbeing supports in Early Years,
Primary, Secondary and
community settings**



**Creating spaces for listening,
sharing power and upholding
rights through learning,
development and policy**



**Cultivating a well-run
organisation with our people
established as our greatest asset**



As a rights-respecting organisation, the meaningful participation of babies, children and young people is essential to all that we do. Our projects and strategic work are guided by our organisational [participation principles](#), ensuring that the voices of children and young people are taken seriously.

EMPLOYEE BENEFITS

We are proud of our healthy, happy, energised, rights-respecting work culture at Forces Children Scotland. In recognition of this, our Board of Trustees have approved a range of actions to further enhance our employee offer, which have been fully implemented as of 1 April 2026:

Work from home: Forces Children Scotland is a remote-first team. You will be expected to travel to monthly team meetings and other occasional meetings with colleagues and partners across Scotland.

Annual leave: Full-time employees are entitled to 36 days of annual leave (including public holidays). We also close in between Christmas and New Year, gifting the days off as a thank you to the staff team for their efforts throughout the year.

Pension plan: 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 6% of gross salary.

Flexible working: As a flexibly enabled workplace, we practice, encourage and welcome conversations around flexible start and finish times, part-time working, informal and ad hoc adjustments, reliable, predictable work patterns, paid time off for appointments, compressed hours, and the removal of unnecessary travel.

Forces-friendly policies: Additional paid leave is available for Reservists and Cadet Forces Adult Volunteers. We are also aware of the procedure in relation to mobilisations and would be supportive of any request to mobilise a Reservist within our workforce. This extends to any Veteran in the Strategic Reserve, i.e. Ex-Regulars with a call-out liability.

Other benefits: We also offer Life Assurance Cover, inclusive and enhanced policies, compassionate leave, the ability to buy and Sell annual leave, and pre-tax deductible offers.

ABOUT THE ROLE

- **Job Title:** Trusts and Foundations Fundraiser
- **Responsible to:** Chief Executive
- **Salary:** £30,060, increasing to £31,500 after probation period
- **Hours:** 35 hours per week
- **Term:** Permanent
- **Location:** Home-based

OUR APPROACH

We 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 THE ROLE

In this role, you will implement our agreed fundraising strategy while collaborating across the team and externally with key partners to maximise funding from a variety of sources, predominantly trusts and foundations.

JOB DESCRIPTION

RESPONSIBILITIES AND DUTIES

- Increasing Trust and Foundations support
 - Draft well-written, creative and compelling funding applications
 - Ensure our cases for support relate to key participation, services, resource development and professional learning activity contained in our business plan
 - Help to develop and maintain relationships and funding streams with partners
- Planning and Research
 - Communicate effectively with colleagues to ensure the production of relevant documentation, i.e., project planning, reporting information as required
 - Maintain and build on our pipeline of current and future trusts and foundations, qualifying new opportunities
 - Develop and maintain an excellent knowledge and understanding of FCS' work
 - Work within the guidelines of the Chartered Institute of Fundraising best practice and the Fundraising Regulator code of practice
- Monitoring, Recording and Reporting
 - Ensure funding relationships are maintained with appropriate acknowledgements, dialogue and engagement, timely reporting, and financial management in liaison with the Finance Manager
 - Ensure accuracy and well-organised records for all income from start to finish to enable effective fundraising
 - Help the organisation achieve income targets and deliver expenditure within budget
- Database and Infrastructure
 - Maintain and update Donorfy to ensure all data is stored accurately and up to date to comply with current data protection and other fundraising regulations
- General
 - To raise awareness of the experiences and voices of children and young people from Armed Forces families across a wide range of audiences
 - Represent Forces Children Scotland externally, to the press and at events or forums as required
 - To liaise closely with other Forces Children Scotland staff in supporting the aims and objectives of the organisation
 - Carry out any other duties commensurate with the post as identified by your line manager

PERSON SPECIFICATION

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 trusts and foundations
 - Demonstrable experience of translating complex subject matter into compelling and easy-to-understand cases for support
 - Demonstrable proficiency in research, able to match the organisation's projects and strands of work with funders' priorities
 - Able to effectively prioritise own workload without oversight and ensure deadlines are adhered to
- Demonstrable attention to detail and competence across required administration skills to ensure that Trusts and Foundations fundraising information is accurate and correctly recorded in line with CRM guidance and data protection expectations
- Proven track record of developing a varied pipeline across restricted, unrestricted, single and multi-year funding opportunities and stewarding donor relationships over a period of years to maintain loyalty and deliver results
- Interpersonal, influencing and relationship-management skills that demonstrate confidence and capability in building effective relationships across all levels, including internal and senior stakeholders, potential funders, existing funders, and others
- Experience of living the values as part of an organisation

EXPERIENCE (DESIRABLE)

- Understanding of the issues affecting babies, children and young people from Armed Forces families
- Experience of working in the voluntary sector
- Experience in managing individual, regular and legacy giving

PERSON SPECIFICATION

KNOWLEDGE (ESSENTIAL)

- Knowledge of fundraising regulations and code of practice
- Digitally literate with experience of using MS Office (Word, Excel, PowerPoint, SharePoint, Teams) and fundraising databases (Donorfy – training provided)

SKILLS

- Willingness to commit to our desired work culture and role model the expected behaviours
- 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



HOW TO APPLY

Deadline for applications: Tuesday 26 May, 5pm

Interview dates:

- Stage One – Friday 5 June (online)
- Stage Two – Friday 12 June (Glasgow)

To apply, please complete an Application Form and submit it alongside a child-friendly application to: admin@forceschildrenscotland.org.uk

[Download the Application Form here.](#)

We also require a [Regulated Work Declaration](#).

CHILD-FRIENDLY APPLICATION

Children and young people are deeply involved in our recruitment process. We ask all candidates to create a child-friendly version of their application setting out the values, skills and experience that make you suitable for this role. The format could be a written statement, graphic, short film or picture and must be suitable for review by a 14-17 year old.

We hope this recruitment pack has piqued your interest in joining us. We welcome all candidates to arrange a pre-application chat to discuss the role. Please contact Steven Sweeney, Chief Executive:

steven.sweeney@forceschildrenscotland.org.uk



LEARN MORE

To better understand what we do and the lives of the babies, children and young people we support, we recommend that you have a look at these documents and digital resources:

- [Camouflaged In the education system: The experiences of children and young people from Armed Forces families](#)
- [Our 2025-2028 Strategy: Hear. Involve. Support.](#)
- [Our 2024-2025 Annual Impact Report](#)
- [Our Principles: Facilitating the Meaningful Participation of Babies, Children and Young People](#)
- [The Forces Children's Rights Charter](#)
- [The Deployment Rollercoaster](#)
- [The Rights Report: It's Not Just Their Job, It's Our Whole Lives](#)



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[FORCESCHILDRENSCOTLAND.ORG.UK](https://www.forceschildrenscotland.org.uk)



Forces Children Scotland (Operating name of the Royal Caledonian Education Trust)
is a Scottish Charity, SC038722.

Patron: His Majesty King Charles III