



## Fundraising Officer

**Responsible to:** Head of Fundraising and Communications

**Location:** Tynecastle Park, Edinburgh, EH11 2NZ

**Contract:** Permanent

**Hours:** 18 hours a week (0.50 FTE). Some evenings and weekends required.

**Salary:** £24,000 per annum pro rata

### ***Role overview***

Big Hearts is welcoming applications to join their staff team as Fundraising Officer.

As part of the Big Hearts' growing Development Team, this new role will focus on the success of community fundraising initiatives across the year, and on positive relationships with a wide range of charity supporters.

This is a great opportunity for someone interested in growing their career in the third sector and/or in fundraising.

You will be part of a small and dynamic team who work together to generate a six-figure annual income for the charity through fundraising events, public appeals, engagement campaigns and corporate partnerships.

## ORGANISATION PROFILE

Big Hearts Community Trust is the official charity of Heart of Midlothian Football Club. Based in South West Edinburgh, we aim to improve outcomes for individuals and families, using the power of football. We work across three key areas : Mental Health, Social Connections and Equal Opportunities.

We work closely with local and specialist partners to identify areas of need, understand where we can best add value and ensure our activities are designed and delivered effectively within the communities we serve.

More information on our work can be found at [www.bighearts.org.uk](http://www.bighearts.org.uk)

## **ROLE AND MISSION**

### ***Purpose of the role***

The Community Fundraiser will play a key-role in engaging with our existing supporter base and in reaching out to new fundraisers.

1. Oversee Big Hearts' participation at various sporting challenges across the year
2. Establish relationships and stewardship of community fundraisers
3. Support the Development Team with admin and hands-on tasks

### ***Key-responsibilities***

- Monitor and record individual entries to various sporting challenges, including the Edinburgh Marathon Festival, the Kiltwalk and Forth Bridge Abseil
- Encourage supporters to set up and update their fundraising page
- Distribute fundraising materials (leaflets, goodies) by post and email
- Reply to supporter's enquiries in a timely and supportive manner
- Follow processes in place to thank our network of fundraisers
- Update our charity database and basic income spreadsheets
- Support the Development Team by completing tasks at fundraising events
- Support the Development Team by identifying powerful fundraising stories

### ***Support & development***

- Regular one-to-ones with your line manager
- Induction with staff from across the organisation
- Training budget allocated to your professional development

## **PERSON SPECIFICATION**

### ***Personal qualities required***

- Ability to engage with a wide range of individuals via phone, emails or face to face
- Friendly attitude and a will to learn new skills
- Empathy and confidentiality when dealing with sensitive information
- Capacity to work alone and use common sense
- Interest in being part of a small fundraising team

### ***Essential experience & knowledge required***

- A first experience in a charitable environment (voluntary or paid work)
- Good literacy and numeracy skills

- Proficiency in Microsoft suite 360 (particularly Excel and Word)
- Understanding of the importance of good customer care

### ***Desirable knowledge***

- Awareness of the community fundraising landscape in Edinburgh
- A previous participation in a sporting challenge – eg. sponsored walk or run
- First experience in handling cash or monetary donations

## **ADDITIONAL INFORMATION**

- Hybrid working available - working from the office will be required during induction & training
- This is a part-time contract with the option to evolve into a full-time position if it suits both parties.
- This role is subject to PVG scheme disclosure, which will be paid by Big Hearts
- Two satisfactory references will be requested upon any offer of employment

## **HOW TO APPLY**

Please email your full CV with a note of interest, detailing how your skills and experiences make you a good fit for this role, to [recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk).

Alternatively, you can send your application by post at:

*FAO Recruitment*

*Big Hearts Community Trust*

*Tynecastle Park*

*Edinburgh EH11 2NL*

The deadline for applications is **5pm on Friday 16<sup>th</sup> February 2024**.

Shortlisted candidates will then receive an invitation to attend an interview.

If you have any questions about the role, or the recruitment process, please email [recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk) and will help answer your questions.

***Big Hearts is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race and religion or belief.***