



Fundraising Manager

"I love working here and feeling part of a team, an organisation with such as positive approach, shared values, strengths and connections, care and focus on child welfare. With Kids do things properly and are always looking to improve".



With Kids is a Company Limited by Guarantee with Charitable Status. Company number SC343897, Charity number SC022467. Registered address is With Kids, 15 Annfield Place, Glasgow, G31 2XE. www.withkids.org.uk



Overview

- Role:** Fundraising Manager.
- Salary Range:** £32,000 to £36,800 per annum (depending on experience).
- Hours:** Full time hours are 35 hours per week.

With Kids

With Kids is a unique children's mental health charity operating across the central belt at the forefront of the provision of Play Therapy in Scotland. We offer specialist support to children under 12 who are struggling to manage their emotions, participate at school or make friends due to trauma/adverse experiences. We work with families of children receiving Play Therapy, and families in the wider community, to provide tailored support; counselling, parenting strategies, material support and community activities, such as arts and crafts activities, after school club and cinema nights.

Our priorities are to contribute to addressing cycles of poverty by improving the mental health of children, their families and the wider community.

Our vision is to create nurturing communities where children can thrive.

"I have to give a five-star rating to With Kids. They support me and my family as individuals and as a group. This is the best way of working".

We employ around 50 staff, many of whom are Play, Art, Child and Speech and Language Therapists and Community Development and Family Support Workers, and we also have a small Business Support team.

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The role

This new role brings an exciting opportunity for a highly organised and motivated individual with extensive fundraising experience to shape the future of With Kids.

You can expect a supportive management team, who take joint responsibility, while you take on the management of all strands of income generation and fundraising. Through this work you will be helping to shape the future of With Kids and enabling our staff to provide children and families with a high-quality service.

Are you able to hit the ground running with applications to trusts and foundations, while developing other income generation activities and relationships to build income from corporate bodies, individuals, and communities?

The post-holder has the scope to build our relationships with corporate bodies and increase income from individual and community fundraising activities. The role may also lead on, and provide support to, the Business Development Manager and CEO in tendering opportunities.

Ideally you will be a skilled communicator and have the ability to use digital tools and lead on managing online campaigns for income generation.

It's not expected that the post holder will necessarily have experience in **all** of these areas, so there is scope to influence the content of our fundraising strategy and develop new skills.

You will possess a positive, enthusiastic and energetic approach, along with an acceptance to working flexibly, being open and contributing to change, and you will have a passion and vision to develop the role and the fundraising function of With Kids.

We are looking for someone who is be able to apply tact and diplomacy at all times. You will need to be able to work to tight deadlines, prioritising your own workload and using you own initiative as well as working as part of a small but strong team of dedicated staff.

Subject to sufficient funding, the post-holder will be supported to develop a small team to maximise income generation.

Job Description			
Job Title:	Fundraising Manager		
Salary Scale Grade / Salary:	£32,000 – £36,800	FTE:	1.0
Reports to:	Business and Development Manager		
Direct reports:	From time to time, the post-holder will be expected to direct the work of volunteers.		
Budget:	The post-holder may be expected to manage small budgets c.£10k.		
Job Location:	TBC		
Purpose of the role			
<p>Working within the context of the With Kids charitable mission and strategic plans the post holder will support the Business and Development Manager and CEO with all aspects of income generation.</p> <p>The post-holder will be responsible for identifying and researching potential sources of income, to plan and undertake a wide range of income generation and fundraising activities, including:</p> <ul style="list-style-type: none"> • writing and submitting grant applications and tenders, • developing, nurturing and maintaining relationships with funders, companies and individuals, and • planning and delivering effective and impactful messaging with a focus on maximising income and giving children a voice. <p>Evening and weekend work may be required on occasion.</p>			
Key areas of responsibility			
<p>General duties:</p> <ul style="list-style-type: none"> • Contribute to the development and implementation of the fundraising strategy and income generation targets, in line with strategic and operational plans. • Provide regular reports on income generation activities, including progress against targets and make recommendations for improvements. • Ensure all fundraising activities are comply with legal and ethical standards, OSCR, data protection and fundraising regulations. • Represent With Kids at external events, including meetings, to promote the organisation's work and build relationships with potential donors and partners. • Network with senior people within the corporate and grant-making sectors and raise awareness of With Kid. 			

Grant / Tender applications and reporting:

- Responsible for researching potential grant giving organisations, trusts and foundations, developing relationships, writing compelling project bids and applications, including budgets, and submitting to deadlines.
- Assisting with the co-ordination of large /strategic bids, applications and tendering processes.
- Build positive relationships colleagues, maintaining effective knowledge of their work and what is funding their work, to ensure that fundraising efforts are appropriately directed, managed and reported on.
- Ensure all income from fundraising activities is properly recorded and accounted for and provide reports to external stakeholders on the use of funds.

Corporate, Individual, Community fundraising:

- Proactively engage with, build and maintain relationships with a range of funders, supporters, individuals and businesses, to promote the work, vision and purpose of With Kids through the delivery of fundraising initiatives and campaigns.
- Develop and implement a fundraising calendar of events and activities.
- Identify potential corporate partners for sponsorship and donation initiatives, prepare and give presentations to businesses, managing their developing relationship with With Kids, to create successful partnerships.
- To develop and implement the effective use of networking including use of social media to generate new prospective business across varied and diverse sectors, both locally and nationally.
- To coordinate and deliver a series of planned marketing communications to corporate partners and supporters and to potential donors, providing updates and fundraising initiatives so as to build relationships.
- Work with colleagues to maximise the use of the website and social media platforms for raising awareness of With Kids e.g. supporting the production and use of storytelling and case studies
- Produce creative and share-worthy content and manage dialogue with social media communities and help prepare and respond to issues affecting brand perception and reputation.

Managing and engaging volunteers:

- Recruit, support and manage a small group of fundraising volunteers to maximise the funds they raise.
- Facilitate and work in partnership with staff to source projects for corporate volunteers to work on an ad-hoc basis,
- Establish a Volunteer Fundraising group to drive forward community fundraising.
- Support and encourage fundraising volunteers to participate in mandatory and other appropriate training and development.

Other duties:

- To attend staff meetings and any in-service training and externally provided Continuous Professional Development activities as agreed and as appropriate.
- General clerical and administrative duties, supporting colleagues when required.
- To ensure that With Kids Health, Safety and environmental policies are adhered to.
- To be responsible for your own Health and Safety and that of others, in accordance with the organisations arrangements relevant national legislation.
- To work in accordance with all other organisation's policies and procedures.
- To carry out any other reasonable duties that may be required to meet the needs of With Kids, including occasional evening and weekend working.
- *To work in such a way that supports the organisation to #KeepThePromise*

Person Specification*A = Application, I = Interview*

Qualifications / Membership	Essential	Desirable	Assessed
Degree level education or equivalent experience in fundraising / income generation or related field	X		A, I
Evidence of continuous professional development	X		A
Driving licence and access to a car for business purposes		X	A
Certificate in Fundraising, or higher, or working towards membership of CIOF		X	

Experience	Essential	Desirable	Assessed
Experience and proven track record of income generation, fundraising or business development, at a senior level, preferably in the third sector.	X		A, I
Experience of preparing and managing grant applications, budgets and reports to funders.	X		A, I
Experience of using social media and online platforms for income generation.		X	A, I
A track record of / or ability to, secure new income from new or existing corporate bodies		X	A, I
A track record of / or ability to secure new income from individual donors and/or community fundraising		X	
Experience of developing and delivering creative fundraising ideas and events for a range of different audiences.		X	A, I
Experience of recruiting and managing volunteers.		X	A, I
Experience of working within a child protection environment		X	A

Skills and abilities	Essential	Desirable	Assessed
Ability to build and manage relationships with ease, negotiate and influence effectively.	X		A, I
Excellent verbal and written communication skills including the ability to write inspiring and compelling fundraising proposals and reports.	X		A, I

Excellent research and organisational skills, with attention to detail.	X		A, I
Ability to enthuse and bring together the wider team to effectively manage relationships and income generation activities, including regularly providing content for social media use.	X		A, I
Competent in the use of information technology (use of the office software products (word, email, calendar, teams), use of internet, image, audio or video editing software, use of databases.	X		A
Advanced MS Excel Skills	X		A, I

Knowledge	Essential	Desirable	Assessed
Working knowledge of ethical, legal and policy issues relating to fundraising.	X		A, I
Knowledge of the fundraising landscape, locally, nationally and UK wide.	X		A, I
An understanding of the needs and concerns of families, including but not limited to those in poverty / with mental health concerns / experience of trauma.		X	A, I
Knowledge and commitment to equal opportunities and anti-discriminatory practice.	X		A, I

Competencies	Essential	Desirable	Assessed
Have a passion and vision to develop this role.	X		
Works collaboratively with others and treats people with respect.	X		A, I
Utilises resources and skills effectively, sets objectives and monitors progress to achieve results	X		A, I
Takes ownership of activities, delivering with minimal supervision	X		A, I
Seeks, listens, accepts and acts upon feedback and learns from it.	X		A, I
Highly motivated and able to use own judgement and initiative	X		A, I

¹ A combination of the qualifications, experience, skills and competencies of the candidates application will be assessed through application / CV review and interview. Where potential method is identified above as 'interview', not all criteria will be used, only a selection of the above will be reflected in the questions asked at interview.

Summary - A summary of the main terms of employment are as follows:

Primary place of work	With Kids, 15 Annfield Place, Glasgow, G31 2XE
Salary	£32,000 - £36,800 per annum for full time hours and placement on the scale will depend on experience. <i>The Board of Trustees review salaries annually in June. Any potential for incremental rises and cost of living increases are considered.</i>
Salary Payment	Salary paid on or around the 23 rd of the month
Contract type	Open-ended contract
Hours	35 hours per week.
Annual Leave and Public Holidays	With Kids offers full time employees 28 days annual leave and 12 days of public holidays. Part time staff are entitled to this on a pro-rata basis.
Pension	The organisation offers NEST Defined Contribution pension scheme.
Learning & Development	The organisation is committed to providing staff with learning and development opportunities to ensure that individuals can contribute fully to the achievement of organisational objectives.
Probation	This post is subject to a six-month probationary period.
PVG / Disclosure / Health and Criminal Declarations.	A criminal record / PVG Scheme membership check may be required for this post. As part of the application process will be required to complete health and criminal record declarations.

The Process

Closing date and Interviews	<p>Please send your completed application to us at k.simpson@withkids.org.uk, as soon as possible. Applications will be reviewed on receipt and suitable individuals invited for interview.</p> <p>CV's will not be considered.</p>
Further Information	<p>If you would like to discuss this role with someone prior to applying, please email suitable date(s) and time(s) along with your contact telephone number to k.simpson@withkids.org.uk, who will get back to you in due course.</p>

This application pack is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references, PVG scheme membership (if applicable) and evidence of the candidates right to work in the UK.

Fair Processing Notice

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

How we use your information

The information we collect from you will in the main be basic personal and contact details, which we require to carry out our normal activities. There are occasions however where we are required to collect data of a more sensitive nature which we will always treat with the utmost confidentiality.

We will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We may collect the following personal information about you:

- Name
- Address
- Date of birth
- Telephone number(s)
- Email address
- Employment history
- Educational achievements
- Professional memberships
- Gender
- Disability
- Signature
- Right to work in the UK
- Criminal record declaration / PVG Scheme membership
- Driving licence status
- References to support your application

We will also collect additional information when we make an applicant an offer of employment. This could include requesting and holding a copy of your passport, national insurance number and in some circumstances a valid driving licence, insurance and MOT documents.

We will not collect any personal data for you that we do not need.

How your information will be used

We need your information and will use your information to:

- Meet our legal obligations including information we must provide to regulators and statutory authorities;
- Ensure that an applicant has the legal right to work in the UK.
- Make reasonable adjustments for a candidate who is disabled
- Produce and monitor recruitment and selection statistics.
- Check criminal convictions information to ensure we meet legal obligations in relation to certain positions
- Process your data before entering into a contract with you, if your application for employment is successful.
- Process data during the recruitment and selection process to help us manage the process, and to assess an applicant or candidate's suitability for employment.
- Respond to and defend against any possible legal claims.

Consent

Where we collect special category data such as information about your ethnicity, sexual orientation, health or religion we do so for our monitoring purposes and only with your explicit consent. We also need and use your information for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We occasionally need to share personal information with other organisations, however where this is necessary, we are required to comply with all aspects of GDPR. Even when this is required, we only share data within the UK. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Your information may be shared internally with staff or board members involved in the recruitment process.

We may also seek information from the following third parties when an offer of employment has been made and may disclose your information to appropriate third parties who act for us including the following:

- Referees;
- Disclosure Scotland PVG scheme for certain positions;
- Relevant bodies to validate your qualifications or professional memberships; and
- Lawyers or solicitors where legal advice may be sought in relation the processing of an application and the recruitment process

The following organisations may be given controlled access to our electronic network for reason of security, maintenance, or any specific purposes outlined in their third party agreement:

- IT support contractors.
- Specialist software providers.
- Electronic file system software provider.

We are also required to share information with statutory bodies, which govern finances for auditing or inspection purposes. However, this will be restricted to the actual information required from the Association and will usually be viewed within the Association, with strict permission set on our electronic file system to ensure use is controlled. We will also encrypt and limit the content of any files that require to be sent either electronically or otherwise.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records
- require us to correct any inaccuracies in your information

If you would like to exercise any of your rights above, please contact us at info@withkids.org.uk or 0141 550 5770.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are: The Information Commissioner's Office (Scotland), 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0131 244 9001. Email: Scotland@ico.org.uk

The accuracy of your information is important to us; please help us keep our records updated by informing us of any changes to your details.