



Job Description and Person Specification

Job title:	Fundraising Officer (Events and Challenges)
Hours of work:	Full - time (35 hours)
Holidays:	37 days, including public holidays (pro-rata)
Location:	Hybrid Working (remote and from our offices in Edinburgh or Glasgow)
Reports to:	Fundraising Manager
Salary:	Salary Band £28,731 - £33,304 per annum
Benefits:	Flexible working and TOIL Policy • Equipment provided for working from home (laptop, phone, etc.) Opportunities for continuous learning and development • Enhanced sick pay • Enhanced Maternity Benefit • Death in Service benefits • Employer pension (3% employee/6% employer or 4% employee/7% employer) • Cycle to Work Scheme • Recognition agreement with UNISON

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where anyone living with or at risk of HIV can expect to be treated with acceptance, support and respect.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses. We are at an exciting point in our history as we strive to reach the goal of zero new HIV transmissions by 2030. We are in the second year of an ambitious new strategic plan, and we are investing in digital transformation, communications and policy, and we have aims to significantly increase our fundraising to invest in strengthening our support and prevention work across Scotland.

There is much work to be done, but as an organisation, we are driven to create lasting change for everyone in Scotland living with or at risk of HIV or hepatitis C.

You can find out more about the work we do at our website:

- www.waverleycare.org

Head Office

Waverley Care, 113 Oxfords Road North, Edinburgh, EH14 1EB
0131 558 1425 | hello@waverleycare.org | waverleycare.org

Waverley Care is a Scottish Charity, SC036500. Registered address 113 Oxfords Road North, Edinburgh, EH14 1EB



About the post

We are looking for an engaging and ambitious Fundraising Officer focusing on events and challenge events to join our growing fundraising team.

This is an exciting time in the evolution of income generation at Waverley Care. We have invested in growing our fundraising team to ensure we have the resources and capacity to deliver our targets; we are looking for a motivated individual who will thrive on the challenge of growth and expansion and step up with us.

This is an exciting time for fundraising at Waverley Care. In 2022, we embarked on a journey which will see us significantly increasing our unrestricted income over the next five years. This post will provide the expertise and development momentum needed to achieve this significant income growth with individual, major and corporate donors.

The post will work collaboratively within the team and be part of a temporary management team for our fundraising activities during the Edinburgh Festival Fringe.

As a Fundraising Officer, you'll work towards agreed fundraising plans and objectives to deliver a regular programme of fundraising activities. This is a really varied role and provides a fantastic opportunity to further develop the necessary skills for a career in fundraising. Full training to succeed in the role will be provided. Occasional evening and weekend work will be required.

About the person

As the Fundraising Officer, you will be working within a team to create, develop and nurture community relationships with volunteers, donors, partners and your local communities in order to maximise income. You will have demonstrable experience in meeting targets and KPIs, with proven success at fundraising. You'll have a track record of managing events and developing relationships with challenge event participants and be committed to building good internal and external relationships. You'll be self-motivated to achieve objectives and have at least one year's experience working in sales or fundraising.

You'll be enthusiastic, reliable and adaptable; there will be a lot going on at once, so we'll be looking for someone with excellent administrative, organisational and planning skills. You'll be able to prioritise your workload and be able to work independently. You'll work with our CRM System, Donorfy, to manage administration and reporting, so you'll need to be IT literate.

You'll often be taking steps to achieve new fundraising support, so you'll have experience in identifying, pitching and securing new support, as well as strong presentation skills. You'll have basic knowledge of fundraising as a professional discipline.

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Responsibilities and duties

Supporter Care

- Act as the first friendly point of contact for email, telephone, face to face and social media supporter and fundraiser enquiries
- Welcome new donors and supporters to Waverley Care with personalised communications
- Thank supporters in a timely and courteous manner, including by post, email and telephone
- Build meaningful relationships with donors and fundraisers, and work with the fundraising team to provide consistently high standards of supporter care
- As volunteers are essential to our fundraising activities, you'll identify when volunteer support is needed and work with the National Fundraising Manager and Fundraising Managers to create volunteer recruitment plans for community and events as well as corporates

Events and Challenge Events Fundraising

- Be an ambassador at events, supporting the delivery of Waverley Care's vision and ensuring that the charity's profile and reputation are upheld
- Develop event and challenge event programmes, recruit supporters and volunteers, and encourage support through promotional activities. You should also develop and maintain professional relationships.
- Build your relationships to maximise income generation and secure repeat support
- Work with the fundraising team to explore new opportunities in communities, schools, colleges and universities, venues, stores, bars and restaurants, and corporate organisations
- Create and attend fundraising events, including new events, bucket shakes at venues, theatres and the Fringe
- Build and maintain relationships with fundraisers across Scotland
- Manage the organisation of fundraising events through a range of administrative tasks
- Contribute to the evaluation of events and help to improve future activities
- Monitor fundraising materials stock levels and distribute to new fundraisers and supporters
- Source prizes and promote prize draws, raffles and competitions
- Contribute ideas to develop our calendar of events, including sponsored challenges
- Work with the team to recruit new volunteers

Finance and Administration

- Accurately add and update supporter data in the charity's CRM database (Donorfy)
- Work with the Fundraising Manager and Business Administrator to report and analyse data
- Work with the National Fundraising Manager to track and monitor income for events
- Count cash, monitor income into the bank and input donations and grants into the database
- Process monthly Gift Aid claims with HMRC
- Liaise with the Head of Corporate Services or our accountants Azets to provide financial data
- Lead relationships with office and events volunteers, arranging tasks as needed
- Undertake any other duties which may be reasonably required to support Waverley Care's fundraising

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Person Specification

Skills and Experience	Essential	Desirable
Experience of administration or customer service	✓	
Experience in events, fundraising or the charity sector	✓	
Ability to work well as part of a team	✓	
Excellent interpersonal skills	✓	
Strong communication skills	✓	
Good organisational skills	✓	
Strong presentation and networking skills	✓	
Experience of working in busy environments and managing a range of tasks	✓	
Attention to detail and high levels of accuracy	✓	
Ability and enthusiasm to learn new skills and information	✓	
Excellent numeracy skills	✓	
Good IT skills and working knowledge of Microsoft Office	✓	
Experience of reporting and analysing data		✓
Knowledge of current data protection regulations, including GDPR		✓
Membership of Institute of Fundraising		✓
Knowledge of the fundraising sector in Scotland		✓

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