

1 Constitution Street

Leith

Edinburgh

EH6 7BS

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Dear Applicant

Thank you for your interest in the position of Trust & Grant Officer.

Please find below and on our website our application pack which includes the following:

* Application Form
* Equal Opportunities Monitoring Form
* Job Description
* Person Specification
* Job Advert

The successful candidate will be required to undertake a basic Disclosure Scotland Check. All Applications should be returned to WorkingRite by email to recruit@workingrite.co.uk.

If you are unable to submit an electronic application, hard copies can be sent to the address above.

The closing date for applications is **12 noon Monday 26th June.** Interviews will take place on **Thursday 29th &** **Friday** **30th June**.

This post will be based from our Head Office in Leith, Edinburgh. Some travel will be necessary.

If you would like further information on the post, please email questions to alison@workingrite.co.uk

We look forward to receiving your completed application.

Yours faithfully,

*Alison Christie*

**Fundraising Manager**

**WorkingRite**

**JOB DESCRIPTION**

**JOB DETAILS**

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| --- | --- |
| **Job Title:** Trust & Grants Officer  | **Salary:** £21,000-24,000 DOE |
| **Reporting to:**Fundraising Manager  | **Contract term:**6 months (possibly leading to permanent position) |
| **Location:** Leith, Edinburgh |  **Date:** June 2017 |

**Context / Job Purpose**

In conjunction with the Fundraising Manager and Chief Operating Officer, plan, implement and develop a concentrated campaign of major applications to realise unrestricted funding of c£120,000 within the current financial year. This will support the overall fundraising strategy to diversify income streams and ensure the sustainability and growth of our youth employment programmes across Scotland.

**Role Summary:**

Based at our Head Office in Leith, you will be responsible for identifying and researching potential major funders; establishing relationships with these; and developing funding proposals to match donor interests and organisational needs. In addition you will maintain a schedule for reporting and maintaining relationships with existing and new funders.

You will have a successful track record in writing grant bids, an interest in the youth employment sector and be an excellent communicator.

**Key Responsibilities:**

The post holder will be expected to:

1. Research and identify new major trust and foundation opportunities, liaise directly with them to discuss viable funding options and develop funding proposals to match donor interests and organisational needs
2. Develop and implement a major grant programme in conjunction with the Fundraising Manager which is in line with the Fundraising strategy to maximise income from streams from charitable trusts and foundations, corporates and major donors
3. Develop a compelling case for support, incorporating case studies and programme feedback and evaluation. This will require liaising with colleagues.
4. Compile and deliver progress reports for new and existing funders as required
5. Develop and maintain positive relationships with prospective and existing funders
6. Maintain accurate records on trust fundraising leads and progress in order to keep the Senior Management Team and the Board of Trustees informed
7. Research and identify potential corporate foundations for grant opportunities, and support Founder/Director in establish relationships as appropriate
8. Assist in contract tendering and statutory funding requirements
9. Understand the latest news, policy and research in the field of youth (un)employment
10. Comply with and promote WorkingRite’s mission, vision and values at all times
11. Ensure the maintenance of confidentiality as required by company policy and the Data Protection Act
12. Participate as appropriate in further professional development
13. Undertake any other reasonable duties appropriate to the post as directed by WorkingRite

**PERSON SPECIFICATION**

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| --- | --- |
| **Essential** | **Desirable** |
| **Abilities / Skills / Experience** | **Abilities / Skills / Experience** |
| * Track record of submitting successful major and multi-year applications to Trusts and Foundations
* Ability to meet (or exceed) significant unrestricted grant funding targets
* Experience of implementing a major grants programme
* Sound understanding of reporting procedures and impact monitoring
* Experience of developing relationships with Trust and corporate funders
* Excellent written and oral communication
* Strong interpersonal skills
* Good organisation skills
 | * Experience of engaging with staff at all levels of an organisation
* Experience of tendering completion
* Experience of tendering for European funding streams
* Excellent presentation skills
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| **Education / Knowledge** | **Education / Knowledge** |
| * Knowledge of the funding environment and the suitability of various funding streams
 | * Knowledge of funding in the fields of education, training and young people
* Member of the Institute of Fundraising
* Professional qualification in fundraising
* Knowledge of issues regarding youth unemployment
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| **Values / Attitudes** | **Values / Attitudes** |
| * Desire to help young people transition to a happy and stable adulthood
* Ability to work confidently on own initiative
* Resourceful, creative and motivated
 | * Adaptable to changing demands and priorities
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**Background information / overview**

WorkingRite is a Scottish youth employment charity. We help vulnerable and disadvantaged 16-24 year olds into jobs and apprenticeships.

Most of our young people struggled with school and left with few, poor or no qualifications. The mainstream options, post 16, of staying on at school, or going to college, do not appeal or fit their needs. They also experience additional, complex barriers to gaining employment, such as chaotic home lives, substance or alcohol misuse, gang activity, offending behaviour, learning difficulties or low self-esteem.

By supporting these young people into the world of work and providing them with positive role models, we give them the tools, experience and confidence to make a successful transition from adolescence to adulthood.

Our unique work-based learning and mentoring programme sees each young person matched to a local business for a supported work placement lasting from 3three to six months. The relationship between a trainee and their employer is fundamental to the charity’s success. Each match is thoughtfully made according to the young person’s interests, needs and personality. Trainees are individually paired to mentors in the workplace, and receive additional coaching from their WorkingRite Project Co-ordinator.

Mentoring is at the heart of WorkingRite. Our model gives these young people working adults to look up to and seek advice from; a chance to learn, away from the influence of peers. By being within a real workplace, working alongside skilled adult workers and having proper responsibility, trainees develop the skills, attitudes and maturity required to successfully enter the labour market. In order to prepare our trainees further and give them the best chance of succeeding, we deliver employability training before, during and towards the end of their work placement.

Over 60% of the young people who start our programme – some of the furthest removed from the labour market – progress to a positive destination. (The national average is 40%.) Of those who complete the programme this increases to 80%.

Our projects are currently funded either through public contracts, like Skills Development Scotland, People in Communities Fund and Integrated Grants Fund; or directly funded by Trust and Foundations. We are looking for someone to substantially build our unrestricted income from Trusts and Foundations to grow and diversify our funding and contract sources significantly further.

We have projects spread across Scotland - in Glasgow, Argyll, Aberdeen/shire, East Lothian and Moray. We are ambitious to reach more and more of Scotland. We know the need for our approach is there. What we need now is the funds to help us achieve this.

This is an exciting time to join a dynamic charity that plays a significant role in transforming young people’s lives. With your fundraising expertise, we will grow, develop and extend our services to many more disadvantaged young people across Scotland.