

## **SFCT Fundraising Officer - VACANCY CLOSED**

**Stratherrick & Foyers Community Trust Limited (SFCT)**

**Remuneration: £25,400-£33,500 and pension plan**

**Contracted hours: 37.5 hours**

**Place of Work: Wildside Centre, Whitebridge**

**Duration of Contract: Ongoing**

The role of the Community Fundraiser is to raise funds to ensure the financial stability of the Trust and other organisation in the Stratherrick and Foyers area whose work aligns with outcomes in the Community Action Plan. It is a new and very exciting role and we have a goal to match fund into the area of Stratherrick and Foyers the £4 million we will receive from renewable projects in the next five years. The role is full time but we would consider job share. There are no supervisory requirements for this role.

### **Job Description**

- With support from the Trust Manager to stimulate, encourage, support and write grant applications and fundraising activities in Stratherrick and Foyers carried out by individuals, organisations and associations and the Trust on a weekly basis.
- Develop our grant applications and fundraising in the area and support any legacy investments, community share offerings, community lottery or renewable energy investment opportunities that may arise.
- Identify and apply for funding that meets the aims and objectives of the Community Action Plan.
- To organise regular Craft Fair and advertising in newsletter to raise funds for communication activities.
- Make links with individuals and groups, including companies, schools, churches and community organisations.
- Identify and develop grant, fundraising and legacy initiatives to engage individuals and groups including companies, schools, churches and community organisations.
- Encourage local participation in SFCT calendar of events.
- Work with organisers of events taking place in Stratherrick and Foyers to encourage participants to raise funds for community projects specific to the Community Action Plan
- Advise and launch a 'Friends of Stratherrick and Foyers' legacy programme
- Produce resources such as posters, sponsorship forms, fundraising packs and thank you certificates to support and promote community fundraising events.
- Actively find new supporters to promote Stratherrick and Foyers collection tins and merchandise across the area and grow income as a result
- Recruit and support volunteers to assist you with fundraising activities

### **Community Fundraising Administration**

- Record all CF data and contact activity
- Respond to CF enquiries, sending agreements, fundraising packs and thank you letters.
- Add CF events to the website.
- Log and maintain collection boxes.
- Ensure risk assessments and agreements for CF events are sent and completed as and when needed.

### **Friends of Stratherrick and Foyers Groups**

- To explore the potential and provide administrative support and general support to the Friends of Stratherrick and Foyers legacy programme.
- To build effective relationships with Friends of Stratherrick and Foyers.

### **Fundraising materials for Community Fundraising**

- Order and distribute CF materials and merchandise.
- Monitor stock levels and carry out a regular stock take.

#### Other duties

- Regular reporting and evaluation on areas of responsibility
- Keep up to date with local government legislation, charity law, national fundraising guidelines and SFCT policies and procedures to ensure all fundraising activities comply.
- To undertake all other reasonable duties as required by the organisation.
- Provide support to the initiatives and events organised by other SFCT volunteer groups, including providing help and attendance as needed.
- This is a full-time position 37.5 hours per week. Note that some weekend and evening work may be required. We would consider a job share.

#### Salary

- £25,400 to £33,500

#### Holiday entitlement

- 35 days pa pro rata

#### Pension

- SFCT has an opt in pension plan.

#### Looking after volunteers

SFCT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers interacting with these groups to share this commitment. This position will be subject to a satisfactory reference

If you are interested in this role please reply with CV and describing how your knowledge and skills meet the duties described below, by noon **27<sup>th</sup> January 2022, 12 noon** either by email to [admin@sfctrust.org.uk](mailto:admin@sfctrust.org.uk) or by letter to SFCT, The Wildside Centre, Whitebridge, IV2 6UN.

For more information on the Trust and the community of Stratherrick and Foyers see our website [here](#).