

FUNDRAISING EXECUTIVE (SCOTTISH PARTNERSHIPS)

Salary: £26,000 - £32,000 (Starting salary is dependent on experience)

Contract: permanent, 37.5 hours

Location: Glasgow/Hybrid

The Outward Bound Trust

The Outward Bound Trust is an educational charity that inspires young people to realise their potential through learning and adventure in the outdoors.

The Fundraising team raises £6m a year to provide charitable funding support for disadvantaged young people to participate in our residential courses, and towards capital requirements across the Trust. The team of 18 is based across three locations at Waterloo, London, Head Office in Hackthorpe, Cumbria and Glasgow, Scotland.

Job description

In a nutshell....

As Fundraising Executive, you will work together with the Head of Scottish Partnerships and the Scottish Partnerships Manager to raise £750,000 each year and directly support The Trust's charitable mission through project management of the Scotland's Next Generation project.

Here's a bit more detail...

- Fundraising, donor stewardship and administration of the Scotland's Next Generation Project.
- Supporting the Head of Scottish Partnerships in the stewardship of Corporate and Major Donors.
- Responsibility for your own portfolio of smaller Trusts.
 - Managing all aspects of the application process for designated Trusts, Statutory or Lottery funds.
 - Stewardship of existing relationships (with support from the Impact and Evaluation team).
 - Researching and pro-actively bring on board new trusts to support Outward Bound.
- Meeting and hosting visits for donors at our residential centres (some visits may require overnight travel).
- Maintaining accurate records on The Trust's CRM database system (Microsoft Dynamics).
- Providing support for the planning and execution of fundraising events.
- Supporting the social media activity of the Scotland fundraising team.
- To be an active member of the team offering support with other associated tasks in line with the broad remit of the post.

Person specification

Skills and knowledge

You'll need:

- Excellent communication skills by email, letter, phone, face-to-face and on social media to engage donors, make the ask for funding and liaise with project partners, young people and wider stakeholders.
- Excellent level of literacy to produce meticulously presented copy for proposals, applications and any other donor communications as required.
- Good research skills.
- Working knowledge of MS Office applications, Word, Outlook Excel and good IT skills.
- Ability to understand young people's needs with empathy.

Behaviours and attributes

- Identify with the values of The Outward Bound Trust and appreciate the value of its work and the impact it has on young people.
- High level of accuracy and attention to detail.
- Excellent planning and time management skills.
- Ability to manage own workload and work unsupervised and on own initiative.
- Work well in a team with a willingness to accept additional responsibility and work collaboratively to exceed targets.

If we offer you the job

There is a three-month probationary period from your start date.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits

Starting salary £26,000 - £32,000 (dependent on relevant experience)

- Annual leave of 24 days, plus bank holidays (rising by a day a year to 30 days +BH).
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GP's appointments to physios and counselling services.
- Personal Accident Insurance while at work or commuting.
- Health Cash Plan with Medicash: on application after completion of probation, taxable benefit.
- Pension Scheme (currently Standard Life): Auto-enrolment after three months.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
- Discounted course fees for family members.
- Cycle to work scheme.

Plus!

- Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

How to apply

If you have any questions about the job or our recruitment process please contact Lisa Robinson Head of Scottish Partnerships, lisa.robinson@outwardbound.org.uk or 0141 413 0243.

To apply for this job please send Lisa an email or letter (no longer than two sides of A4) saying why you're the person for this job as well as a copy of your up-to-date CV by 12pm Tuesday 1st October.

If you're shortlisted for the job, an initial online Teams interview will take place on Friday 11th October and if successful at this stage, you will be invited to an in-person interview in Glasgow the following week.

We know that the confidence gap and imposter syndrome can get in the way of meeting spectacular candidates, so please don't hesitate to apply – we'd love to hear from you.