

# JOB DESCRIPTION

## Fundraising & Communications Manager

<b>Closing Date:</b>	Tuesday the 4 <sup>th</sup> of June 2024 at 5pm
<b>Interview Date:</b>	Wednesday the 12 <sup>th</sup> of June 2024
<b>Contract Details:</b>	<p><b>Salary:</b> £32,561 - £35,024 (FTE 37hrs, pro-rata for part-time staff)</p> <p><b>Contract:</b> Permanent, Full-Time, 37hrs per week (part time hours as low as 30 hours per week will be considered)</p> <p><b>Location:</b> Hybrid working (a combination of working from home and a local office base in either Edinburgh or Glasgow)</p>

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May 2024

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

**Who we are:**

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: Through our innovative youth work which empowers young people to feel a sense of belonging, and achieve their own goals; Through our equality accreditation programme, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; Through our youth participation and policy work we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 49 staff, 7 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People survey* (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) where you can view the many aspects of our work.

## How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognize the contributions, qualities and achievements we all make.

## This Role:

As the Fundraising and Communications Manager, you will play an important part in the organisation, building partnerships, raising unrestricted funds to support the sustainability of the charity and communicating to a wide range of audiences, informing around LGBTQ+ rights, raising awareness of the work we do and ensuring we continue to support LGBTQ+ young people.

We are looking for an individual who fits with the values of LGBT Youth Scotland, building strong relationships and partnerships both internally and externally, managing a varied portfolio of work that touches all aspects of the charity. You will have strong organisational and communication skills as well as knowledge and experience in unrestricted fundraising, communications and marketing.

Your employment will be confirmed after successful interview and any necessary checks including a basic disclosure, references, and your right to work in the UK.

If you feel you have the relevant experience and can meet the essential criteria in the job role, we would love to hear from you. We always welcome applications

that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity.

We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact [mhairi.crawford@lgbtyouth.org.uk](mailto:mhairi.crawford@lgbtyouth.org.uk) for an informal conversation prior to applying.

We look forward to receiving your application.

Mhairi Crawford  
Chief Executive

## Role Information

### Terms & Conditions

- **Job Title:** Fundraising & Communications Manager
- **Contract:** Permanent
- **Pay:** £32,561 - £35,024 per annum (FTE)
- **Location:** Hybrid working, a combination of working from home, our offices, local travel and occasional travel to other parts of Scotland.
- **Hours:** Full-time, 37 hours per week (part time hours as low as 30 hours a week will be considered)
- **Leave:** 37 days per annum, inclusive of 10 days over Christmas and New Year
- **Probation:** 6-month probation period
- **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies.  
An annual leave entitlement that increases by 2 days after 3 years length of service.  
Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

### Equality Statement:

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

### How to apply:

Visit [www.lgbtyouth.org.uk/caereers](http://www.lgbtyouth.org.uk/caereers) and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a more diverse organisation then

please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

Please e-mail [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk) if you need the application form in an alternative format including large print.

Shortlisted candidates will be invited for an interview held in Glasgow.

**For information or guidance on this position contact: [mhairi.crawford@lgbtyouth.org.uk](mailto:mhairi.crawford@lgbtyouth.org.uk)**



**ROLE PROFILE**

<b>Role Title: Fundraising &amp; Communications Manager</b>	<b>Team:</b> Relationships & Partnerships <b>Location:</b> Hybrid
<b>Pay:</b> £32,561 - £35,024 <b>Contract:</b> Permanent <b>Hours:</b> Full-time 37 hours per week	<b>Reports to:</b> Head of Partnerships <b>Agreed by:</b> Mhairi Crawford <b>Date:</b> May 2024

**Core Purpose of the Role:**

- To support the organisation’s unrestricted income generation, meeting annual fundraising targets.
- To manage the central communications function, supporting our work towards Scotland being a place where LGBTQ+ young people can flourish and thrive
- To support the Head of Partnerships to deliver and develop the organisation’s Fundraising and Communications strategies.
- To manage the day to day running of the Fundraising & Communications functions.

**Principal Responsibilities:**

Fundraising:

- Develop and coordinate a strategic approach to fundraising and communications with annual plans for delivering and measuring projects and events to raise income and awareness
- Support the Head of Partnerships to develop and sustain positive partnerships which support our wider work
- Support unrestricted fundraising activity across the organisation
- Ensure Donors have a positive experience of supporting LGBT Youth Scotland through planned donor stewardship and communications
- To develop unrestricted fundraising income across all income streams
- To promote fundraising opportunities to supporters and groups through regular communications and opportunities
- Support and manage effective use of the CRM, including direct support for the team administrator, and report on this activity to the senior management team

Communications:

- To manage impactful external organisational communications in line with our brand and values
- To line-manage the communications officer ensuring quality communications and innovative practice which position us as Scotland’s national LGBTQ+ youth work charity.
- To support and co-ordinate external communications across all teams in the organisation

General:

- To work within LGBT Youth Scotland’s framework of policies and procedures at all times
- To contribute to key organisational priorities outlined in LGBT Youth Scotland’s Strategy



- The training and support of a portfolio of relevant clients as part of the delivery of the LGBT Charter programme.
- Other tasks and required

**CANDIDATE SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• Professional experience of fundraising and communications</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in a relevant discipline</li> <li>• Member of the Chartered Institute of Fundraising</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>• Experience of delivering Fundraising planning, campaigns and appeals including corporates and/or community, events and individuals</li> <li>• Experience of delivering Communications Plans and Projects</li> <li>• Experience of budgeting, setting and achieving income targets</li> <li>• Experience of providing line management and an understanding of values-led approaches to leadership</li> <li>• Project management skills, including the ability to work with a number of outcomes, stakeholders and income streams.</li> <li>• Experience of delivering stakeholder events</li> <li>• Excellent and engaging presentation and public speaking skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of equalities issues and the issues affecting LGBTQ+ young people</li> <li>• Knowledge and understanding of human rights and children and young people’s rights in Scotland</li> <li>• Committed to inclusivity and an understanding of diverse backgrounds beyond your lived experience</li> <li>• Experience of delivering training</li> <li>• An understanding of community learning and development or youth work sector</li> <li>• Experience of managing media relationships</li> </ul>



Critical Personal Attributes	
<b>Delivering results</b>	<ul style="list-style-type: none"> <li>• Works in a values-led way</li> <li>• Maintains the highest personal and professional standards</li> <li>• Ability to focus staff and resources on the delivery of objectives and key outcomes</li> <li>• Ability to think strategically in relation to the sustainability of work in the voluntary/third sector</li> <li>• Creativity in managing a team of paid staff and volunteers</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Articulate and confident in working with a variety of stakeholders and a wide range of professionals</li> <li>• Excellent writing and presentation skills</li> <li>• Excellent communication skills</li> <li>• Flexibility in approach and delivery of work</li> <li>• Ability to reflect on own practice and learn from own experiences and those of others</li> <li>• Ability and resilience to deal with high pressured workload and competing demands</li> </ul>
<b>Person centred</b>	<ul style="list-style-type: none"> <li>• Confident dealing with individuals and communities, including occasionally addressing difficult situations</li> <li>• Ability to prioritise issues relating to child protection and the protection of adults at risk</li> <li>• Awareness and commitment to the inclusion of young people's voices</li> <li>• Desire to collaborate with youth work/youth participation teams to ensure young people are at the heart of fundraising and communications</li> </ul>
<b>Working Practices</b>	<ul style="list-style-type: none"> <li>• Shows leadership in their approach to work and management, in theory and in practice</li> <li>• Proactive in working towards service development and continuous performance improvement</li> <li>• A team worker who is able to express leadership outside their own area of responsibility</li> <li>• Able and willing to travel across Scotland to deliver work and the ability to work digitally where appropriate</li> <li>• Ability to work flexible hours (including evenings) if necessary, with a time off in lieu (TOIL) system</li> <li>• Commitment to individual rights, equality, and anti-discriminatory practice</li> </ul>