

**Job Pack**

**Fundraising Coordinator**

## **About Aberdeen Foyer**

The Foyer’s vision is for everyone to have a safe place to call home and what they need to thrive.  We are on a mission to end poverty and prevent youth homelessness. We do this by supporting young people and adults across Northeast Scotland discovertheir potential, transform their lives, and shape their own positive futures**.** We offer joined up support for people to make real and lasting change in their lives by:

* providing young people who are homeless or at risk a safe place to stay
* supporting people who are unemployed to learn new skills and move into work
* engaging people through education and learning opportunities
* supporting positive mental health and wellbeing

**Our Values**

At the Foyer we value seeing the person and their potential, building trusting relationships based on honesty, compassion, and respect. We value curiosity and a drive to learn as well as commitment to go the extra mile and never give up.

**About The Role**

Aberdeen Foyer is looking for a passionate, organised, self-starter to join us as a Fundraising Co-ordinator, supporting our Funding Manager. Working with colleagues across the Foyer including Communications you will engage, inspire, and collaborate with individuals, communities, and businesses to deliver fundraising initiatives and events to support achieving key fundraising targets. Fundraising allows us to add the sparkle to our services, to innovate and be agile in creating opportunities that meet people’s needs and aspirations.

We would love if you can bring fundraising experience to the role, however we appreciate the role also may suit someone who is starting out in their career or wants to use their existing skills in a different way. The Foyer is about possibility and needs someone to help us progress our fundraising in the areas outlined below. We appreciate that you may be stronger in some areas and not others:

**Community Fundraising:** Create, develop, and manage Foyer’s community fundraising strategy and programme to grow income from this area of fundraising.

**Corporate Partnerships:** Manage and develop Foyer’s Corporate Partners, securing new sponsorship and partnerships from a range of relevant businesses and organisations.

**Payroll Giving:** we wish to grow this way of connecting and supporting the Foyer

**Events:** Play a crucial part in the planning and running of a range of Foyer events, including annual events e.g., Sleep Out, Kiltwalk and virtual fundraising events.

**Digital Fundraising**: working closely with our communications manager, we aim to increase our online presence with a desire to expand on our use of social media platforms to meet our fundraising targets.

The role will also involve using and reporting data – financial and other KPI’s - to track progress. This is the first time the Foyer has invested in a dedicated fundraising role, and we are keen to ensure we are monitoring progress, learning from practice, and supporting the successful candidate.

The role will involve being present in the local area of Aberdeen and Aberdeenshire. We trust our staff to do the best job possible and so the role offers autonomy and an opportunity to be creative.

**About You**

As Fundraising Coordinator, you will be proactive, collaborative, and enthusiastic. You will be flexible, able to think curiously and creativity when approaching a variety of projects. An understanding of the third and/or public sector is desired however not essential. We are seeking a confident communicator with strong interpersonal skills, who enjoys establishing strong relationships and promoting a culture of positive team working. You will be highly organised, confident under pressure, and able to balance changing and often competing priorities and deadlines. You will be someone who values ‘making life easier’, able to take time to reflect on what is working, what isn’t – and why. You will be solutions focused and most of all, you will be passionate about believing in young people, seeing their potential, and investing in them to achieve their goals.

**Benefits of Joining #TeamFoyer**

We offer 20 days annual leave plus 12 public holidays rising to a cumulative 37 days with continued service and a contributary company pension. Where possible we offer flexible working and hybrid working opportunities where the role allows.

We are very proud to be both a Living Wage and a Disability Confident accredited employer. We value our employee’s wellbeing and offer a Cycle to Work scheme, a monthly Wellbeing Hour and a confidential Employee Assistance Programme which is open to employees and their friends and family. We have also recently introduced a number of employee benefits including discounts on a variety of goods and services.

We value curiosity and all posts have access to structured induction and ongoing training and learning opportunities that can support continuous professional development and digital skills. Where appropriate mentoring, peer support network and coaching may also be available.

We offer a collaborative and friendly working environment that is solutions focused.

**Recruitment Process**

Our people are our greatest assets. #TeamFoyer provide a safe space for our employees, where everyone can be themselves and feel comfortable bringing their whole self to work.

The Foyer embraces and celebrates diversity and equal opportunity for all. We recognise the value a diverse workforce brings to the way we work and the difference we can make to the people we support. We 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, colour, age, national origin, disability, religion or belief and socio-economic status, protected veteran status, or other characteristics in accordance with the relevant governing laws.

If you are care experienced, we offer guaranteed interviews for those who meet the job profile criteria.

This role may be subject to holding appropriate PVG Registration and will require a disclosure check which we will arrange with you if successful. Support for registration costs are available.

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| **Closing Date:** | **5pm Wednesday 10th August 2022** | Submit your CV and Covering letter to**recruitment@aberdeenfoyer.com** |

It is important to us that you have a positive recruitment experience. For more information or to discuss the role or any support you may need to apply, please contact **Brenda Young** by emailing her at brenda.young@aberdeenfoyer.com

**We look forward to receiving your application!**