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Job Title: Freelance funding coordinator
Hours: approx. 21 hours per week
Location: home based
Reporting to: CEO
Salary: £25k pro-rata
Duration: 6 month Fixed Term appointment

At U-evolve we support young people aged 11-18 in North Edinburgh to build confidence, resilience and self belief. We work in some of the lowest SIMD (Scottish Index of Multiple Deprivation 2020) areas in Edinburgh and the young people we work with often experience socio-economic deprivation. Many are disengaged from education, experiencing mental health problems and relationship breakdowns. We believe all young people deserve happy and fulfilling futures, no matter where they are starting from.

We provide 1:1 therapeutic coaching with young people, supporting them to reach their goals and work through the trauma they've experienced. We also run topic-based workshops and group work, such as mental health awareness, transition workshops and body image for young people.

We also work with the adults in young people's networks, ensuring that they can effectively and compassionately support young people through the challenges they may be facing. We want to build resilience and emotional literacy to create a culture that fosters good mental health and wellbeing for all. We work in partnerships with schools and youth groups. We provide training, workshops and opportunities for peer support to parents, carers and frontline professionals.

This support has never been more needed, and we have seen a significant demand in our services as a result of the emotional pressures of Covid-19.

We are in a grassroots charity in a period of growth and diversification and have recently appointed a CEO to develop and implement the future strategy and work of U-evolve. The fundraiser will report directly to the CEO. This is an exciting and challenging opportunity for an independent, driven and creative individual to join a small, committed team who deliver incredible impact for young people in Edinburgh.

Role Purpose: This is a critical fundraising role reporting directly to the CEO. Primarily responsible for continuously raising funds to ensure the sustainability of our charitable organisation. Responsible for the development and successful delivery of grant funding applications and wider fundraising activities including digital campaigns and contributing to our fundraising strategy. Development of our funding pipeline.

To thrive in this role, you will need to be driven, creative and organised to successfully secure income from various sources. You will also support us to diversify our income through new and innovative ideas to capture the minds and hearts of potential supporters.

Key Responsibilities

- Research, write and submit successful applications to trusts, grant-makers and charitable foundations
- Increase funds by researching and building a pipeline of applications to charitable trusts and philanthropists whose criteria match the charity's aims and activities

- Develop fundraising systems and record keeping
- Maximise reach, develop and coordinate web-based fundraising. Delivering online giving campaigns and utilising U-evolve’s website and social media channels
- Monitor and evaluate the results of fundraising, spotting trends and adapting methods as required
- Create and maintain excellent supporter care and relationships with our donors and supporters
- Keep up to date with fundraising and other relevant guidance and legislation and ensure that our activities are compliant (eg GDPR)
- Keep CEO updated with monthly income and expenditure reports as well as KPI monitoring

How to apply

Please send your CV and a cover letter detailing your suitability for the role to hello@u-evolve.org. For more information or to discuss the role contact Becky Duff, beckyduff@u-evolve.org or call 07983 256 929.

Closing date: 5pm, Monday 18th January 2021.

Person specification

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| <p>Technical skills, knowledge and experience</p> | <p>Essential:</p> <ul style="list-style-type: none"> • Experience of generating income from trusts, grants and foundations • Excellent writing skills to engage, influence and secure funding • Excellent communication skills, ability to build effective relationships with a wide range of stakeholders and funders • Ability to identify, create and edit strong fundraising content • The ability to work towards and meet financial targets • Excellent organisation and time management skills • Proactive and self-motivated with the ability to work autonomously • An empathy with volunteers and an understanding of their needs • Excellent Digital & IT skills • Ability to maintain clear and accurate records • Good organisational and project management skills • Membership of the Chartered Institute of Fundraising <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstratable experience of designing and delivering successful online fundraising campaigns • A relevant qualification • Knowledge of youth mental health issues |
| <p>Personal skills and attributes</p> | <p>Essential:</p> <ul style="list-style-type: none"> • Creative with an entrepreneurial attitude towards fundraising • Resilient, particularly when faced with setbacks • Sensitivity to the needs of volunteers and donors • Target driven and results orientated • Organised and demonstrates a high level of attention to detail • Ability to quickly understand new ideas and concepts • Ability to work collaboratively with others • Strong sense of ownership for quality of work, deliverables and service • Commitment and empathy for the mission and aims of U-evolve |

