# Parkhead Citizens Advice Bureau

**Job Title: Development & Fundraising Officer**

**Responsible to:** CEO & in their absence Assistant Manager

**Hours of Work:** 21-28 hours per week (options for flexible hours and home working)

**Salary Scale**: £27,000 –£30,000 (plus NI & employer pension costs) pro rata for 3-4 days a week, (options for flexible and remote working)

**Location:** 1353 Gallowgate, Glasgow. G31 4DN

**Type of Contract:** Funding currently in place and we have consistently had funding for this post for 25 years

Parkhead CAB was set up in 1990. We’re a community-based service, managed by people who live and/or work locally or who have an interest in our work. We exist to *'positively change lives through a rights-based advice and information service'* and our underpinning aims are to:

* Tackle poverty
* Promote social justice
* Support volunteering
* Encourage learning and development
* Strengthen the Third Sector

Our funding comes from a variety of sources including National and Local Government, Charitable organisations and Trusts. This is a key post within our organisation and enables us to deliver on our aims and make a real difference to our clients and the community we serve.

**Purpose of the role**

* To work with the CEO and Board to develop and implement a business and fundraising / sustainability strategy for the CAB
* To generate unrestricted income with agreed targets for the CAB through providing a consultancy service to third sector organisations
* To build and maintain relationships with funders and other stakeholders
* To help promote the work of the CAB
* To contribute to the successful delivery of specific projects as and when required

**Activities / responsibilities / outputs**

* Funding research / intelligence – monitor funding environment and research specific opportunities
* Draft applications seeking funds for the CAB
* Draft applications seeking funds for paying clients
* Maintain spreadsheets & databases as required
* Draft proposals to provide consultancy support
* Networking / promotion – online and in person
* Plan and oversee work of fundraising and communications volunteers
* Work with the Fundraising Sub –Committee of the Board of Trustees

**Key Performance Indicators**

* Accurate and up to date records
* Enquiries / requests for support
* Applications submitted / successful (for CAB \* and clients \*\*)
* Hours of consultancy support provided / invoiced for
* Client feedback and satisfaction

**Person Specifications**

**Essential:**

* Minimum 2 years track record of securing funds from a variety of sources and contracts and working with a range of third sector organisations
* Excellent written and oral communication skills
* Good IT & Digital skills including social media and digital platforms and media software such as photoshop, imovie, Canva etc.
* Research and analysis skills to provide evidence for proposals and submissions
* Excellent networking abilities and public presentation skills
* Ability to influence stakeholders and foster positive relationships

**Desirable:**

* Current member or willing to become a member of the Chartered Institute of Fundraising
* Knowledge of the Advice Sector including environmental factors that may affect future strategy and funding
* Event management experience including fundraisers, conferences and promotional events

Personal attributes

* Friendly and supportive, a positive ‘can do’ attitude
* Conscientious and commitment to the work of CAB
* Attention to detail
* Able to maintain confidentiality and build trust
* Able to work on own initiative as well as part of a team and communicate and engage well with others.