



CANDIDATE PACK

Thank you for your interest in our Fundraising Coordinating role. We are so pleased that you are interested in joining our team.

With over 30 years' experience of supporting vulnerable Children & Families in the Kirkcaldy area, an income of over £400k and a staff team of over 20 employees, we are proud of the impact we make and are ambitious for the community we serve.

We are delighted to be supported by Fife Council, The National Lottery Community Fund among others. Our services are in demand and we now recognise the need to appoint a new team member in fundraising, could that be you?

After reading the candidate pack I hope you feel inspired to join us.

Pauline Buchan

Strategic Manager

About Us

The Cottage Family Centre was established in 1987 and is steered by a Board of Directors chaired by Marilyn Livingstone MBE and supported by our Honorary Patron The Right Honourable Gordon Brown. The focus of the work at the Centre is to provide a range of support to those families and individuals within family units who are vulnerable to social exclusion as a result of factors such as poverty, unemployment, poor housing, relationship breakdown, drug and alcohol problems and health related issues.

Following significant efforts in fund raising, the Cottage completed the construction of a purpose built Centre and moved there in 2005. We are currently in the process of refurbishing an additional centre based in the Kirkcaldy East area of the town.

Kirkcaldy is a diverse community, with some affluent neighbourhoods but large parts of our town have significantly high levels of child poverty, income deprivation and unemployment. The Cottage Family Centre is located in the Templehall area of West Kirkcaldy, parts of this estate are within the 10% most deprived areas of Scotland and parts of the neighbouring Gallatown are within the 2% most deprived.



The Role of Fundraising Coordinator

We are looking for creative and dedicated individuals to join our team. You will coordinate fundraising activities which could include developing corporate partnerships, organising fundraising events and appeals, and sourcing grant income from trusts, foundations and other statutory bodies.

Trusts and funds

- Undertake detailed research of income opportunities from trusts and foundations using a range of online resources and publications
- Draft high quality applications to trusts and foundations in line with their published guidance, research undertaken, and any communication with them.
- Build and manage relationships with key contacts in trusts and foundations, including face to face meetings where there is opportunity to do so. Ensure funders are kept up to date with developments affecting their funding and through regular reporting.

Individual giving and events

- Develop and cultivate long-term mutually beneficial relationships with supporters
- Research and propose a broad range of ways in which businesses and the local community can support the Centre through fundraising

Responsibilities

1. Researching and approaching relevant grant making trusts, government agencies and other bodies
2. Writing and presenting proposals
3. Managing the grant application process and ensuring that reporting is tracked and meets donors' expectations

4. Developing relationships with major donors, identifying new potential major donors and nurturing relationships
5. Recording, monitoring and reporting financial progress

Experience

1. At least 18 months experience in fundraising positions for third sector organisations
2. A working knowledge of Microsoft package
3. Evidence of writing dynamic funding proposals and inspiring people to commit to the fundraising goals of the Centre
4. Research skills and attention to detail: sourcing information and statistics, researching trends, assessing costs.
5. Creativity: putting together innovative events and projects



What we can offer you

This is a new role and offers the right person an opportunity to really make a mark on the ongoing success of the Centre, its services and people's lives in Kirkcaldy. You'll be joining a dynamic and welcoming team and support will be offered to ensure you achieve targets.

This is a 18 month fixed term post for 18 hours per week with home working flexibility. There may be an opportunity for the post to become permanent and this will be based on target achievement and affordability.

Salary £20,000 per year, pro rata. 5.2 weeks paid holidays per annum plus 9 public holidays.

The post will be subject to a probationary period of 3 months. The notice period required by both parties during the probationary period is one week. After successful completion of the probationary period the notice period is four weeks.

We are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to appropriate criminal record checks and references.

