



SCOTLAND
THE BIG PICTURE

Rewilding for nature,
climate and people

FUNDRAISING OFFICER (home-based / 0.6 FTE)

ABOUT US

SCOTLAND: The Big Picture (SBP) is a charity that works to drive the recovery of nature across Scotland through rewilding, in response to the growing climate and biodiversity crises. Our vision is of a vast network of rewilded land and water, where wildlife flourishes and people thrive.

We are a small but agile and progressive team that works in a spirit of collaboration with many different interest groups to:

- Drive support for rewilding
- Commit more land and water to rewilding
- Return missing species
- Develop rewilding business

Learn more about SBP at: www.scotlandbigpicture.com

PURPOSE OF THIS ROLE

SBP is a growing organisation with an exciting portfolio of nature recovery projects to deliver across Scotland.

The Fundraising Officer will establish and maintain relationships with charitable trusts and foundations, in order to generate both project and core income.

The role will also support a number of other fundraising and administrative tasks, including supporter engagement and data management.

KEY LIAISONS

The role will report directly to the Head of Fundraising.

Regular liaison with all members of the SBP team will be required.

KEY DUTIES/RESPONSIBILITIES

- Identify funding opportunities.
- Prepare compelling funding proposals.
- Ensure excellent stewardship of funders.

- Prepare reports in line with funders' requirements.
- Process grants and ensure income is recorded accurately.
- Attend the Fundraising Team Meeting, and prepare meeting minutes.
- Support stewardship of individual and corporate donors, including report writing, and data management.
- Attend occasional evening / weekend events, as required.

QUALIFICATIONS & EXPERIENCE

- Graduate degree level of education, or equivalent professional qualification within a relevant discipline.
- Successful Trust and Foundation fundraising (two years minimum).
- Experience of working with Donor Perfect, or proven ability to get up to speed quickly with new data systems.

KEY SKILLS/ATTRIBUTES

- Excellent writing skills, and the ability to produce engaging copy.
- Ability to communicate confidently and appropriately with donors, funders and colleagues in a friendly and engaging manner.
- Strong self-motivation, and the ability to work without close supervision.
- Confident working both independently, and as part of a team.
- Able to organise day-to-day activities according to overall priorities, manage a busy workload and consistently meet deadlines.
- Competent IT proficiency.
- Knowledge of, and an interest in the natural environment and Scottish environmental issues.

TERMS AND CONDITIONS

Salary: £25,000-£30,000 FTE depending on experience. Salaries are paid on the 30th of each month by bank transfer and cover the period of the 1st of the month to the last day of the month.

Place of work: This role is home-based and will require a suitable home office working environment and equipment. Attendance of meetings and events held in other parts of Scotland may also be required. Travel expenses will be paid in accordance with SBP's expenses policy.

Contract: Permanent position.

Hours: Working hours are flexible but must equate to a minimum of 22.5 working hours per week. The nature of the post may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.

Flexibility: Subject to ensuring that the needs of the charity and the role are met, SBP, where possible, endeavours to meet the flexible working needs of its staff.

Holidays: 28 days FTE (17 days), including public holidays, plus 5 additional office closure days between Christmas and New Year.

Pensions: You may be eligible to be enrolled into SBP's staff pension scheme. Written terms of the scheme are available on request.

Probationary period: 6 months.

Notice Period: 2 months.

Training: SBP is fully committed to personal development and training and offers staff regular opportunity for both internal and external training.

TO APPLY

Please email your CV, plus a one-page covering letter detailing why you are interested in the role and how your skills and experience can help SBP to realise our vision. If applicable, please include any current notice period obligations.

Applications (or interim queries) should be sent to Emma Razi (emmar@scotlandbigpicture.com) by 5pm on 11 July 2022.

First round interviews will be conducted by video call shortly after the closing date.

SCOTLAND: The Big Picture is committed to equality of opportunity for all and we make recruitment decisions by matching our business needs with the skills and experience of candidates irrespective of age, disability, gender, gender reassignment, sexual orientation, pregnancy or maternity, race, religion or belief, and marriage or civil partnership.