



MORE THAN A JOURNEY

Grants & Fundraising Officer

Location: Hybrid Working (open to discussion at interview)

Head Office: c/o New Haig House, Logie Green Road, Edinburgh, EH7 4HQ

Contract: Part Time – 21 hours per week (1-Year Fixed Term)

Salary: £28,000 per annum full-time (pro rata)

Closing date: Wed 22rd Nov 2023 at 1700

Job description

There are more than 220,000 Veterans of all ages living throughout Scotland. Many of these veterans face difficulties transitioning to civilian life or in later years due to various reasons. Medical conditions such as PTSD, anxiety, and many more, can result in veterans missing vital appointments due to being unable to use public transport. This is where Fares4Free help!

In total Fares4Free have:

- Provided 20,387 journeys.
- Driven 312,240 miles.
- Delivered £548,110 worth of journeys.

Fares4Free support veterans and their families throughout Scotland and we will always try to help find the support that our service users need, via our intelligent referral and signposting. By using friendly and mental health first aid trained outreach support drivers and volunteer drivers, we facilitate the transportation of veterans and their families to essential, hospital, mental health and activity based therapeutic appointments that they otherwise would be unable to attend. We aim to help all passengers engage repeatedly with the essential support they require.

As we embark on shaping the future of Fares4Free, we are seeking a visionary Grants & Fundraising Officer (GFO) to join our team. This role involves the identification and submission of new grant proposals aimed at addressing the needs of the charity and our service users. The successful candidate will also get involved in all aspects of the organisation.

Key activities and responsibilities

- To identify suitable grant and funding opportunities that fit with our aims and objectives.
- To write compelling grant bids and ensure that we meet all reporting requirements (evaluations to funders).
- Developing opportunities by liaising with funders to assess their requirements and coming up with bespoke projects to meet this.
- Responsible for writing and submitting all funding reports.
- To evaluate reasons for success or rejection and produce a monthly report for the Chief Executive Officer outlining this.
- Working with the Operations Manager, recruit a team of fundraising volunteers to support our fundraising vision and strategy, which you will manage.
- Work with the Operations Manager to identify sponsorship opportunities.
- To help raise the profile of the Fares4Free.
- To extend fundraising across the whole of Scotland.
- Be happy to take on additional training in first aid and mental health.
- Effective communications in a dynamic and quick changing environment.
- To build positive and productive relationships with all partners and collaborators.
- To always treat people with dignity and respect and promote ownership and empowerment.
- Any other duties as would be expected of the Grants & Fundraising Manager.

Personal Specification

Essential	Desirable
SVQ Level 3 Qualification (or equivalent)	HND or above
Experience of applying for and winning substantial grant and funding bids	Demonstrate an understanding of the military environment
Can demonstrate strong personal and team organisation skills	An understanding of safeguarding or has received training in such
Can demonstrate research skills and develop evidence-based feedback	Awareness of mental health care in Scotland
Has examples of working to deadlines	CRM experience (Salesforce or equivalent)
Evidence of forming good relationships internally and externally	A full driver's licence and access to a car
Enthusiastic and persuasive	
The ability to champion and embrace change	
Advanced interpersonal and communication skills	
The ability to work independently and as part of a team	
Has worked in a position of responsibility with examples of delivering organisational change	
PVG clearance or agreement to such	

Knowledge, skills, and abilities

- An excellent organiser and coordinator who appreciates the importance of attention to detail.
- Good financial acumen, commercially aware and numerate.
- A high level of personal presentation and communication skills and an excellent telephone manner.
- Excellent writing skills with the competence to quickly compose emails to a wide range of business customers.
- Ability to prioritise effectively and enjoy multi-tasking and working to deadlines in a busy fast-changing environment.
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour.

Benefits include

29 days leave including bank holidays calculated pro-rata

3% matched pension contributions

Great training opportunities

Enhanced maternity / paternity / adoption family friendly benefits.

Applications close on **Wednesday 22nd November 2023 at 1700** – To apply please submit a CV and covering letter explaining why you would be a good fit for the role to the Fares4Free Operations Manager, Leon Fisher, via email at leon@fares4free.org . Applicants must complete a Disclosure Check. Applications will be considered as they are submitted. Fares4Free reserve the right to close the application process early and feedback will only be provided to candidates who attend interviews.

Interviews for successful candidates will be held on week beginning Monday 27th Nov 2023 at New Haig House, Logie Green Road, Edinburgh, EH7 4HQ.

Fares4Free are proud to hold the Defence Employer Recognition Scheme (ERS) – Silver Award

We therefore offer a guaranteed interview scheme for Veteran's and family members who meet the criteria.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.