

Schools & Community Fundraiser

Salary: £28,525 (Pro Rata 35 HR FTE)

(Role can be Term Time 35 hours per week or Part-Time 26.25 hours per week)

The Role

You'll be helping disabled people feel unstoppable. As a Schools & Community Fundraiser you'll be right at the heart of our team's efforts to make sure no one affected by spina bifida or hydrocephalus feels alone.

Each year, we aim to raise over £100,000 through Schools & Community Fundraising to support our essential services. Your mission will be to generate income by creating partnerships with Schools & community groups and lead innovation in third-party challenge events, and volunteer-led fundraising efforts across the Central Belt of Scotland (including Edinburgh and Glasgow).

This is an exciting and creative role where you will have the freedom to develop and implement your own fundraising strategies. As you grow your fundraising success, you'll have the chance to shape your own career path. At SBH Scotland we believe in rewarding success and encouraging staff to fulfil their potential. You'll also be part of an experienced team to support you every step of the way.

What SBH Scotland can offer you

Flexibility – We offer flexible working, including the opportunity to work from home or around caring responsibilities.

Motivated and supportive colleagues – Staff scored SBH Scotland as 9 out of 10 for motivation and a supportive work environment.

An opportunity to express yourself – Staff scored SBH Scotland as 8 out of 10 for being supportive in taking risks with new ideas.

We also offer: Workplace pension scheme, salary sacrifice scheme, death in service benefit, toil system, Birthday Day Off Leave, Wellbeing Days Off at Work, 30 days annual leave plus 4 statutory holidays.

Reporting to: Head of Fundraising & Communications

Place of Work: Hybrid office/home-working model with base being the Dan Young Building, Dullatur G68 0LS. Occasional travel within Scotland to accommodate needs of fundraising. Driving license and access to a car is essential for this role.

Working Hours: The post can be term time (35 hours a week) or Part Time (26.25 hours). Normal work hours are 9.00am to 4.30pm. The role will necessitate working some hours out with normal office hours, including evening and some weekends.

Key Tasks and Responsibilities

To be as unstoppable as the people we support.

- Implement the Community Fundraising Strategy, delivering effective, exciting and appropriate fundraising activity including the development of a Schools initiative that can be accessed Scotland wide.
- To be responsible for the organisation of an annual Ladies Lunch or Cabaret
- Proactively recruit individuals and teams for third party challenge events i.e. Kiltwalk.
- Proactively develop and nurture relationships with potential funders and fundraisers e.g. Schools, businesses, community groups and individuals.
- Identify and follow up opportunities to secure non-cash or in-kind support, e.g. volunteering, pro bono support, donations of equipment/prizes.
- To be responsible for the stewardship of supporters.
- Co-ordinate the recruitment and appropriate use of volunteers to support local Fundraising.

To be innovative and creative in your role.

- Working with the Head of Fundraising & Communications devise a communications plan to promote Community Fundraising initiatives.
- Identify potential PR opportunities.
- Work closely with Direct Services colleagues to involve them in building relationships with supporters and in fundraising activities as required.

A commitment to continuous learning and improvement.

- Provide regular analysis of income and impact.
- To gather data and feedback to learn from failures and apply learning to improve processes and applications.
- Ensure that all donor and prospect records are maintained and updated accurately and promptly on Raiser's Edge and that record keeping is compliant with the charity's Data Protection Policy.

Person Specification - Fundraiser

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Educated to Higher Level or equivalent. 	Diploma in Fundraising
Experience	<ul style="list-style-type: none"> Previous experience of community fundraising in a charity environment. Proven experience of proactively identifying opportunities and cultivating supporters. Previous experience of a financially targeted environment. Knowledge and understanding of budgeting and ROI. Previous experience of delivering presentations to schools or young people. 	<ul style="list-style-type: none"> Previous experience of managing and recruiting volunteers. Experience of the school education system Experience of working with young people
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of the fundraising market in Scotland. Multi-level Communication Skills. Working experience of Microsoft Office Suite. 	<ul style="list-style-type: none"> Knowledge of Raisers Edge Fundraising Database
Personal Qualities	<ul style="list-style-type: none"> Confident, enthusiastic, and adaptable Innovative Proactive with the capacity to use own initiative and to be part of a team. 	
Circumstances	<ul style="list-style-type: none"> Able to work flexibly outside the normal working hours. Access to a car for business use and hold a current clean driving license. 	

TO APPLY:

Please submit your CV and a Cover Letter outlining your experience, why you are interested in this role, and how you meet the skills and experience outlined above. Please also let us know if you're applying as a part or full time role.

Applications should be sent to jobs@sbhscotland.org.uk .

For an informal chat about the post please email Andrew Flynn via jobs@sbhscotland.org.uk with your contact details and we will be in touch.

At SBH Scotland we celebrate diversity and are committed to creating an inclusive environment for all employees. We are also a Disability Confident Employer - If you have a disability and meet all of the minimum criteria for this role, you can request a guaranteed interview. Please note that in your covering letter.

Closing Date for applications is: 5pm Thursday 19th March 2026
Interviews to take place on Tuesday 31st March 2026