



The Ecology Centre
Kinghorn, Fife
Job Opportunity: Fundraising & Evaluation Manager
26 hours per week, £23,000 pro rata

Closing date: Tuesday 5th June 2018 at 5:00pm

A rare opportunity has become available for a permanent, enthusiastic Fundraising & Evaluation Manager at The Ecology Centre. Hours are 26 per week with a salary of £23,000 pro rata. The hours worked can be flexible, with The Ecology Centre having a range of family-friendly policies in place.

The Ecology Centre is an established, award winning charity and social enterprise which was established in 1998 and moved into a new environmentally friendly building on the banks of Kinghorn Loch in 2015. We are looking for an organised and efficient person who can continue our legacy of successful fundraising and build our evaluation skills to prove our positive impact on society and the planet. Over the next five years we have ambitious plans to develop our services further and establish ourselves at the forefront of environmental education, volunteering and training services in Scotland.

The Ecology Centre is an inclusive, community-led charity. We inspire positive change through directly connecting people and the natural environment for the benefit of both. We have a small staff team who work efficiently and effectively to deliver the essential services the charity offers. Knowing the difference that we make to people's lives makes the Centre a rewarding place to work. The variety of projects that we run and people involved create an interesting and ever-varied workplace.

Normal working days will be between Mondays and Fridays, with some occasional evening and weekend work required under The Ecology Centre's Time Off In Lieu (TOIL) system.

Additional benefits of the role include the holiday entitlement which is 35 days per year pro rata, including 2 weeks at Christmas and New Year when the Centre is closed. After two years an extra days holiday is given for each additional year worked, up to a maximum of 5 extra days. The government's auto enrolment pension scheme is in place. On Wednesdays a hot lunch is provided by our kitchen team which brings together staff, volunteers and Committee members to eat together.

An interest in the environment would be extremely useful in order to understand the Centre's work and to identify with what we are aiming to achieve.

To apply for this post, please send a CV with dates and reasons for leaving previous roles, the names and contact details of 2 referees and a covering letter of no more than 2 sides. We would like to make an early appointment but recognise the need to give notice to a current employer.

Interviews will be held on a date to be confirmed in mid-June. Interviewees will be asked to carry out an interview task in addition to the actual interview.

Fundraising & Evaluation Manager

Job Description

Salary: £23,000 pro rata

Hours: Flexible, 26 hours per week

Job Purpose

To grow the Centre's income and build audiences both on and off line by:

- Researching and applying to potential funders;
- Monitoring and evaluating projects and the services the Centre delivers;
- Reporting to funders;
- Carrying out admin tasks in relation to the above and supporting team members.

Major Tasks

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| • Research and applying to funders | 45% |
| • Reporting to funders | 15% |
| • Monitoring and evaluating | 35% |
| • Carrying out administration tasks / supporting team members | 5% |

Job Activities

Research and applying to funders

Monitor overall funding programme and plan a strategy that identifies priorities with associated funding gaps; research potential, relevant funders to apply to; approach funders and donors and build relationships with them; thank supporters for their funds; work with the staff team to develop projects and prepare and submit funding bids.

Monitoring and evaluating projects and the services the Centre delivers

Establish an overall evaluation plan for all aspects of the Centre's service delivery; incorporate project monitoring to ensure the necessary and relevant data from projects is gathered for funder; evaluate, monitor and report the impact of projects and services.

Reporting to funders

Manage reporting to funders to ensure deadlines are met.

Carrying out administration tasks and supporting team members

Assist and support team members with marketing activities and providing office cover when other staff are on holiday.

Supervisory Responsibility

Staff – up to 2 staff members

Administration volunteer – up to 2

Supervision Received

Supervised by the General Manager. The postholder is expected to work using their own initiative, referring to the supervisor for advice and guidance on more complex issues.

Special Conditions

Working occasional evenings and weekends.

The Ecology Centre Person Specification

Post: Fundraising and Evaluation Manager

You will need to demonstrate in your application and at interview, that you meet the essential criteria for this post. It will help you greatly if you can demonstrate that you meet a number of desirable characteristics.

Skills & experience	Essential	Desirable
At least 2 years' experience of working in the third sector	✓	
Experience of building relationships with funders and / or donors	✓	
Excellent communication skills, including proposal writing, report writing and delivering presentations	✓	
Strong track record of writing successful fundraising applications		✓
Experience of creating and delivering evaluation plans	✓	
Ability to prioritise multiple deadlines and focus to deliver against clear goals with good attention to detail	✓	
Strong organisational skills	✓	
Strong IT skills in all Microsoft Office packages, email and internet	✓	
Excellent verbal and written communication skills	✓	
Experience of line managing others		✓

Values & attributes	Essential	Desirable
An approachable and helpful manner	✓	
A flexible, adaptable and innovative approach	✓	
An understanding of and empathy for disadvantage within society	✓	
Empathy and social skills to develop strong relationships with partners	✓	
An ability to persuade others	✓	
An ability to lead and work as part of a team	✓	
A commitment to The Ecology Centre and enthusiasm for the post	✓	
A commitment to environmentally friendly practices		✓

Education & knowledge	Essential	Desirable
Qualified to degree level or be able to demonstrate equivalent knowledge	✓	
A knowledge and understanding of the current funding and evaluation climates		✓