

JOB TITLE: Events & Fundraising Officer

ACCOUNTABLE TO: Operations Manager

PURPOSE OF POST: The post is to support the organisation of Scottish Green Party events and to raise funds for the party's general and campaign-specific activities

SALARY SCALE £22,847 - £27,924

HOURS 37 hours per week, with flexible working and occasional evening and weekend work as required

OTHER TERMS 25 days annual leave plus 10 public holidays

LOCATION OF POST: Scottish Green Party headquarters, Edinburgh, with flexibility for home-working or in other locations. (Currently homeworking)

BACKGROUND TO POST

The Scottish Green Party is in the midst of a period of significant expansion and wishes to strengthen the delivery of events and fundraising as a way of continuing to grow the party.

Our membership and income have increased significantly over the last five years and we have more elected representatives than ever before. To continue to meet the strategic objective of electing more Greens we intend to raise more funds from members, supporters and organisations and to deliver high quality events, including annual conferences.

The post-holder will join a small team of campaign, development, administrative and finance staff.

MAIN FUNCTIONS

1. Conferences & Events

Work with the Operations Manager to deliver national conferences in Spring and Autumn and other party events. The main duties are listed below

- A. Manage relationships with conference venues.
- B. Liaise with Scottish Green office bearers ahead of conference.
- C. Organise conference logistics.
- D. Monitor the budget for conference.
- E. Market conferences to party members and other interested parties.
- F. Develop the number of external stakeholders that the Scottish Green Party engages with through conferences.
- G. Organise and manage volunteers.

2. Fundraising

Deliver a fundraising programme for the Scottish Greens including

- A. Regular giving, including upgrade campaigns.
- B. New supporter recruitment activities.
- C. Major donor proposals.
- D. One-off cash appeals.
- E. Event fundraising .
- F. Supporting local groups with community and events fundraising.
- G. Manage a fundraising calendar integrating national and local fundraising activities with communication activities

PERSON SPECIFICATION

This is a challenging and rewarding post which requires creativity, drive and exceptional organisational skills. It requires the ability to manage multiple tasks, and to be sensitive to the needs of many different people. The post entails travel across Scotland and the need to work occasional evenings and weekends.

The successful applicant will have:

Experience

1. Demonstrable experience in event management and/or fundraising.
2. Experience of working with and motivating volunteers and groups of volunteers.
3. Experience of producing copy for campaigns, promotions or fundraising purposes.

Skills and personal qualities

1. Excellent communication and interpersonal skills
2. Excellent organisational skills.
3. Commitment to working within a team, sharing common goals and tasks.
4. Good working knowledge and understanding of the Scottish political scene.
5. Competence in office technology systems, including e-mail, social media, word-processing and spreadsheets/databases
6. A commitment to the aims and values of the Scottish Green Party.