

COMMUNITY FUNDRAISER APPLICATION PACK

Charity Number SC042392



Please visit www.eos.org.uk for an overview of our support activities.

JOB DESCRIPTION

Position	Community Fundraiser
Hours	17.5 hours a week
Line Manager	Head of Finance and Administration
Salary	£25,000pa pro-rata
Pension	4% employer contribution, 4% employee contribution
Holidays	28 days pro-rata
Based at	EOS office in Linlithgow; some hours can be worked from home
Dates	This post is currently funded between 1 August 2019 and 31 March 2020. Continuation of employment may be possible depending on funding.

Role Description

Eczema Outreach Support is a charity supporting families struggling with the day-to-day challenges of having a child with eczema. This new role is an exciting opportunity for an experienced community fundraiser to lead on the launch of our charity's first community fundraising plan, at a time of fast expansion of our membership and support services across the UK.

You will be encouraged to bring your ideas and expertise to unlock the organisation's untapped fundraising potential with its 1,400 members, their schools, the general public and community groups.

The role will involve a short planning phase followed by the set-up of new fundraising systems, which will support the delivery of planned fundraising activities until March 2020. A key element of the delivery phase will be to encourage and support members and the public to fundraise for EOS, while also actively contributing to our social media activities as part as our wider online communication plan.

Key responsibilities

- 1. Fundraising Planning** - To devise a community fundraising plan:
 1. Assess our current fundraising activities and capacity
 2. Agree a set of fundraising activities, goals and budget, targeting:
 - Our membership
 - Our members' schools
 - The general public
 - Community groups
 3. Plan a fundraising communications schedule until March 2020

2. Fundraising Tools

1. Review and improve the charity's fundraising systems
2. Write and share new fundraising procedures for the staff team
3. Improve our bank of fundraising resources and manage stocks

3. Delivery of fundraising activities

1. Implement the fundraising plan and monitor results against targets
2. Be the first point of contact for new and existing fundraisers, encouraging their long-term involvement by nurturing each relationship
3. Keep track of expenditure against the plan's agreed budget

PERSON SPECIFICATIONS

	Essential	Desirable
Knowledge and Qualities		
Confident to use own initiative as part as a small team	x	
Personable and of a friendly nature	x	
Target driven	x	
Resilient	x	
Ability to inspire and motivate supporters	x	
Ability to analyse problems and develop solutions	x	
Flexible in approach	x	
Happy to spend a significant amount of time communicating with individuals remotely (phone, emails, social media, video)	x	
Knowledge of health and children's services		x
Understands the challenges created by chronic conditions, especially eczema		x
Committed to equal opportunity and inclusion	x	
Understands the organisation's aims and values	x	
Experience / qualification		
Minimum 1 year experience in community fundraising	x	
Experience in fundraising for a membership organisation		x
Experience in devising a fundraising plan or strategy	x	
Track record of successful fundraising activities, including events	x	
Experience of working with individual fundraisers	x	
Experience of using a donors database, preferably Salesforce		x
Fundraising qualification		x
Skills		
Excellent communication and IT skills, including social media and Microsoft Office	x	
Demonstrable relationship building skills	x	
Excellent planning and organisational skills	x	
Ability to monitor a budget and keep financial records		x

How to apply

What you should send - There is no application form. Please provide:

1. A CV, explaining what your experience is. We are also interested in people's life experience when it is relevant to the post, such as hobbies and roles you do on a voluntary basis.
2. A covering letter explaining how you meet the person specifications and why you would like to work with us.
3. The names and contact details of 2 people who will give you a reference. They should know you in roles that are relevant for this type of post. We will not contact anyone for a reference until after the interview stage.

Where to send applications

The closing date for applications is **Sunday 9 June 2019, midnight**.

You can send them by email (preferably) or by post:

- Email: **dorte@eos.org.uk**
- Post: EOS, Bryerton House, 129 High Street, Linlithgow, EH49 7EJ

Interviews

The formal interviews will be held in Linlithgow on **Tuesday 25 June 2019**.

More information about EOS: www.eos.org.uk

For an informal conversation about the post, you can contact us by email or by phone: Email: dorte@eos.org.uk / Phone: 01506 840 395. Our office is currently closed on Fridays.



A member family fundraising for EOS at the 2018 Kiltwalk

Our Vision



Families with eczema in the UK flourish in a society where they can lead healthy and fulfilled lives.

Our Aims

Support and **empower** vulnerable families of children

Build **confidence and self-management skills** of children and young people

Offer families opportunities to **meet and share** experiences

Shape services and **influence** policy

Increase **understanding** of eczema with the general public to fight stigma

Our Activities

DIRECT FAMILY SUPPORT

- Welcome pack
- Support & empowerment
- Advocacy
- Resources & information

CHILDREN'S ACTIVITIES

- High 5 Club (age 3-10)
- XY Club (age 11+)
- Schools' workshops

CONNECTING FAMILIES

- Learn & Share events
- Local Connect meetings
- Online community

INFLUENCE & AWARENESS

- Healthcare pros' sessions
- The voice of our members
- Public awareness