



SCOTTISH GOLDSMITHS TRUST JOB DESCRIPTION

Job Title	Fundraiser
Accountable To	Chief Executive
Personnel Responsible For	None
Location	The Scottish Goldsmiths Trust Clockwise Offices, Commercial Quay 84 Commercial Street Leith Edinburgh EH6 6LX
Hours of Work	2 days per week (hybrid/ flexible working possible)
Contract Length	Permanent
Salary	£27,500 per annum pro rata (2 days per week = £11,000 per annum).

THE OPPORTUNITY

This part-time role will be responsible for raising both core and restricted income from charitable trusts, grants, and statutory funders. Part of a small team, this varied role includes research, proposal writing, cultivation, monitoring and reporting. Comfortable writing for diverse audiences, from small family trusts to lottery funders and government departments, the post-holder will be an experienced, results-driven fundraiser seeking an interesting and fulfilling role in an arts and heritage charity.

BACKGROUND

The Scottish Goldsmiths Trust is the national charity for Scotland's celebrated Jewellery and Silversmithing sector. We firmly believe that this sector is a cultural and economic asset in a modern, outward-looking nation and we aim to preserve the past, support its present and safeguard its future by delivering a dynamic range of programming and leadership. By working in partnership with makers, educators, industry, and other related organisations, we encourage investment and innovation in the sector, nurturing new talent and career development through awards, mentorship, workshops, and commissions. Our exhibition and promotional opportunities

grow audiences at home and abroad, building on Scotland's strong reputation for high quality design and craftsmanship. We advocate for sustainable and responsible practice through our internationally renowned Ethical Making Programme, and we aim to improve accessibility to Jewellery and Silversmithing through community activity that supports wellbeing and education.

KEY RESPONSIBILITIES

- Develop and submit persuasive funding applications to charitable trusts and foundations to secure both core and project income.
- Build on existing relationships with key funders to maximise income and meet ambitious targets.
- Cultivate relationships with new charitable trusts in both Scotland and England and ensure funding approaches match their interests and priorities.
- Research new funding opportunities and maintain schedule of approaches and asks.
- Explore grant, statutory and lottery funding opportunities.
- Write reports and updates to keep funders informed of the positive impact of their support.
- Work with the Chief Executive and project leads to assist with other aspects of fundraising (e.g. legacies, corporates, community fundraising) as required.

Job descriptions cannot be exhaustive, and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.

PERSON SPECIFICATION

- Prior experience securing funds via trusts and foundations preferred but other transferrable skills and experience may also be considered.
- Experience of grant applications e.g., lottery, creative statutory funders.
- Desire to meet targets and ability to work flexibly towards those targets.
- Understanding and experience of the Arts and Heritage sector.
- Ability to use own initiative, plan and manage own workload and support others.
- A confident communicator, able to clearly convey complex information to a variety of audiences.
- Commitment to being understanding and sensitive in the communication of our work and values.
- Enthusiastic and positive attitude; high degree of accuracy and attention to detail.
- Excellent IT skills
- Awareness of GDPR and data protection issues.

APPLICATION PROCESS

Apply by email attaching:

- An up to date CV detailing relevant education and employment experience.
- A covering letter demonstrating how your skills meet the person specification – no more than 2 pages.
- Details of two referees, including at least one previous employer.

Applications open on Tuesday 15th of August 2023. Applications close on Monday 4th of September 2023, applications should be submitted no later than 1pm. Late applications will not be considered. Please send these to ebba@scottishgoldsmithstrust.org using Fundraiser Application in the subject line.

Interviews will be held on Friday 8th September at our office in Leith.

If selected for interview you will be expected to be available on this date.

It is essential that all applicants have eligibility to work in the UK.

Equal Opportunities

Scottish Goldsmiths Trust is committed to recruiting high quality candidates whose skills and experience are most suited to the job. We are an equal opportunity employer and encourage applications from everyone and do not discriminate on the basis of race, religion, gender, sexual orientation, age, marital status, disability or any other protected characteristics.

We are happy to answer any questions about this role, please contact:

Ebba Goring, Chief Executive, Scottish Goldsmiths Trust:

ebba@scottishgoldsmithstrust.org

More information about The Scottish Goldsmiths Trust is available on our websites:

www.scottishgoldsmithstrust.org

www.elementsfestival.co.uk

www.ethicalmaking.org