



WHALE ARTS JOB DESCRIPTION

Job Title	Fundraising Lead (Trusts and Grants)
Accountable To	Chief Executive
Personnel Responsible For	none
Location	WHALE Arts Centre
Hours of Work	1 day per week (with scope to possibly increase this later in 2020)
Contract Length	2 years. The funding for this post runs until end of March 2022 however it is our intention that this post will be extended beyond March 2022 depending on availability of resources.
Salary	£26,000 - £28,000 per annum pro rata for 35 hours per week dependant on experience (1 day per week = £5200 - £5600 per annum)

THE OPPORTUNITY

This exciting new post funded by Scottish Government aligns with WHALE Arts 5-year Strategic Plan.

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 and stewardship 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 a successful community arts charity and social enterprise.

BACKGROUND

Vision: Wester Hailes is a creative, thriving, resilient, fair community.

Mission: We create the conditions for our communities to work alongside artists and cultural practitioners to become creative agents for change who will proactively co-design, participate in, support or lead quality creative activity at all stages of their lives.

WHALE Arts is:

- Community-led - we are embedded in our community, consult with local people, we are a membership organisation, we have local board members.
- A Cultural Anchor Organisation - we are the conduit between local people, artists and cultural opportunities and organisations.

- Place-based - we develop creative programmes and services that have a simultaneous focus on people living in Wester Hailes and the social, geographical, infrastructural, and economic factors of the area and the synergies between the two: people and place.
- Building-based - we have responsibility for a building from which we run a range of programmes, activities and services which are largely free or subsidised and are tailored towards people from Wester Hailes and the surrounding area. We also use the building as an asset from which we can generate income which contributes to our running costs and our unrestricted reserves.
- Strengths-based / Asset-based – we make the most of, and building on, the skills and experiences of local people and assets within the community.

WHALE (Wester Hailes Arts for Leisure and Education) launched in 1992 and was originally based in the Blue Hut on the Murrayburn Greenway. WHALE was launched officially on August 7th, 1992, and saw a balloon launch, a hot air balloon trip as well as live music and street performers.

Over the past 27 years WHALE Arts has grown and continued to adapt and innovate through challenging times, moving to a purpose-built home in November 2000, the same building the organisation works from today. 2017 saw celebrations for the 25th anniversary of WHALE Arts and 2022 will be our 30th year.

WHALE Arts launched a new strategic plan in 2019 which will take the organisation forward into 2024. This new strategy has a focus on Arts, Health & Wellbeing; Creative Placemaking; Enterprise, Learning and Skills as well as Development and Improvement of our key asset (our building). WHALE Arts Strategic Plan 2019 – 2024 [https://issuu.com/whalearts/docs/strategic_plan_whale_2019 - 2024 web version](https://issuu.com/whalearts/docs/strategic_plan_whale_2019_-_2024_web_version)

This post focuses on the following aim within the Strategic Plan:

- Economy, Enterprise, Learning, Skills: To improve the economic sustainability of our organisation

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.

Scottish Government Targets

- Increase annual unrestricted income from trusts and foundations to a minimum of £20,000 by March 2021.
- Increase annual unrestricted income from trusts and foundations to a minimum of £40,000 by March 2022.

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

- A proven track record of successful fundraising from charitable trusts.
- Experience of grant applications e.g. lottery, landfill tax, statutory funders.
- Desire to meet targets and ability to work flexibly towards those targets.
- Understanding and experience of the community arts, culture, health and wellbeing, education or youth sectors.
- 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, understanding and sensitive communication of our work and values.
- Enthusiastic and positive attitude; high degree of accuracy and attention to detail.
- Excellent IT skills - experience of using fundraising databases would be an advantage (we do not currently use one but it is something we are planning).
- 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 Friday 17 January 2020. Applications close on **Friday 14 February 2020** – applications should be submitted no later than **1pm**. Late applications will not be considered. Please send these to recruitment@whalearts.co.uk using **Fundraising Lead Application** in the subject line.

Please don't send questions about the role to this email address as it will not be monitored on a daily basis, questions should be sent to Leah Black (details below).

Interviews will be held **Friday 28 February** at WHALE Arts, Wester Hailes, Edinburgh.

Equal Opportunities Monitoring:

WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political

affiliation. Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

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

Leah Black, Chief Executive, WHALE Arts, 0131 458 3267, leah@whalearts.co.uk