

Dear Applicant

**Fundraising Officer (16 hours per week)**

**We would also welcome enquiries from fundraising professionals who wish to discuss a consultancy role**

Thank you for your interest in the above post. The following information is included in this pack:

* Background to the Agency
* Job Description
* Person Specification
* Summary of Recruitment and Selection Policy
* Data Protection Privacy Notice

Please send a C.V and covering letter highlighting why you are applying and how your skills and experience meet the person specification. These can be emailed to info@youthagency.co.uk or sent to The Youth Agency, 44 Dumbryden Drive, Edinburgh, EH14 2QR.

Given the nature of the Youth Agency’s services, please be advised any offer of employment is subject PVG Membership through Volunteer Scotland Disclosure Services.

The closing date to apply is 12 noon on Thursday 15 May 2025.

Yours faithfully

Valerie Cox

Youth Agency Manager

**BACKGROUND INFORMATION**

**Introduction**

The Youth Agency was formed in October 1997 following a merger of local youth projects in the area. We offer young people a diverse range of programmes including: drop in provision, work in schools, groupwork, streetwork and individual support.

The Agency is a charitable company limited by guarantee, registered in Scotland.

**Purpose**

The Youth Agency strives to promote, establish, and operate sustainable youth work services for the benefit of young people aged 8-25, within Wester Hailes and the surrounding communities of Broomhouse, Sighthill, Parkhead and Longstone.

**Values**

Our youth work is informed by a core set of beliefs that include a commitment to equality and diversity, inclusivity and a non-judgemental approach.

**Governance**

The Agency is managed by a Board of Directors, who ensure responsible stewardship of the company business and the strategic development of the organisation as a whole.

The Board employs a Manager who is charged with the task of developing youth services in line with the agreed strategy and the overall management of the organisation.

**Strategy**

Youth Agency services reflect the youth work principles of:

* Young people choose to participate
* The work must build from where young people are
* Youth work recognises the young person and the youth worker as partners in a learning process

These principles are embodied in our approach by providing support that promotes physical, emotional and mental wellbeing along with social, recreational and educational opportunities. We believe that the individual needs, abilities, and aspirations of young people should be recognised, understood, and met within a safe and supportive environment, which encourages them to achieve their goals and make real measurable progress.

**Aims**

* Relieve poverty and disadvantage
* Advance learning
* Further participation and citizenship

**Strategic Objectives**

The Agency’s main objectives are divided into two sections: Service Objectives and Organisational Objectives.

**Service Objectives**

**Drop In Provision:**  Improve access to recreational opportunities for all young people and to challenge disadvantage and discrimination.

**Detached:**  Promote the participation of excluded young people and create new opportunities to further their individual and collective interests.

**Environmental:** Encourage young people to discover, explore and protect the natural environment.

**School Work:** Promote positive attitudes to learning and encourage young people to engage in new and existing learning opportunities.

**Groupwork:** Provide varied and flexible programmes informed by the needs and ideas of young people.

**Individual Support:** Ensure young people are assisted to access support most appropriate to their situation.

**Organisational Objectives**

**Funding:** Build organisational resilience through sustained and diversified funding.

**Partnership:** Develop meaningful partnerships that contribute to the overall aims and objectives of the Youth Agency.

**Training:** Invest in the development of staff, volunteers and Directors.

**Marketing:** Raise the profile of the Youth Agency within the wider community and promote good practice.

**Policy:** Review, revise and implement policy and guidelines that ensure the efficient and effective stewardship of the Youth Agency.

**Quality:** Monitor and evaluate the Agency’s services to ensure a high standard of youth provision.

**Job Description**

**Post:**  Fundraising Officer

**Hours:** 16 hours per week

**Responsible To:** Youth Agency Manager

**Salary:** £34,917 pro rata plus non-contributory pension scheme

**Purpose**

To maximise fundraising opportunities ensuring appropriate funding is in place to support the delivery of agreed objectives.

**Key Tasks**

Develop, in consultation with the Agency Manager and Board of Directors, an ongoing fundraising and income plan for the Agency.

Develop funding strategy. Identify new funding sources and secure funding to meet current business objectives and planned future requirements.

Write tailored and creative funding applications that reflect the ethos of the Agency and meet the criteria set by funders.

Meet with funders when required.

Maintain a database of current and potential funding partners.

Research and identify potential donors/funding partners to feed into the prospect pipeline.

Monitor and log all income received and accurately record as appropriate.

Maintain accurate electronic and paper records.

Support the Youth Agency Manager in management of the Agency’s budgeting and financial processes.

Ensure timely submission of internal and external reports to Agency management and funding partners.

Contribute to setting of Agency objectives, targets and priorities, and determine appropriate strategies in relation to agreed work objectives.

Deputise for the Manager in their absence with regard to financial matters.

To undertake any other duties which may be required.

**Person Specification**

The following criteria, highlights the experience, skills and knowledge which is required for the post of Fundraising Officer.

* Demonstrable ability to obtain funding from public and private sector bodies.
* Background in fundraising preferably in the voluntary sector.
* Proven record of attracting major donors and securing income.
* Excellent written communication skills with the ability to write reports and complete formal applications/proposals.
* Excellent verbal communication skills including the ability to present at Board level and speak knowledgably about the organisation to third parties.
* Ability to build relationships with current and potential funding partners.
* Ability to identify funding partner needs and priorities and to translate these into an ongoing Agency Strategic/Business Plan.
* Ability to interpret evaluation data and contribute to the evaluation process.
* Financial management and budgeting experience.
* Excellent computer skills in Microsoft (Office, Email, Word, PowerPoint and Excel).
* Ability to work independently, meet deadlines and deal with competing priorities.
* Strong attention to detail and a high level of organisational skills.
* A creative, flexible approach and ability to solve problems.
* Willingness to assume responsibility for a range of unanticipated assignments.
* Understanding (or willingness to learn about) the needs of young people and knowledge of current issues within the field of youth work.
* Ability to develop and maintain relationships with local decision makers and/or elected representatives.

**Summary of Recruitment and Selection Policy**

The Youth Agency’s Recruitment and Selection Policy supports the Equal Opportunities Policy, where it is stated that the Agency will prevent discrimination, particularly on the grounds of gender, race, disability, age, sexuality, religious belief, HIV status, or political or trade union activity.

The Agency is committed to ensuring that: its employees are drawn from the widest possible employment market; fair selection procedures and practices are in operation; inappropriate discriminatory practices are eliminated; and employees are appointed on merit.

The Policy applies to recruitment, selection and promotion and the procedures apply equally to all job candidates. In addition, recruitment and selection procedures include provisions to accommodate applicants with disabilities. In particular, the Agency will consider making reasonable adjustments to job descriptions and person specifications to enable applicants with disabilities to be considered for posts.

There will be a job description for each post.

A selection panel will be nominated prior to the screening of application forms. The selection panel will carry out interviews.

A person specification lists the skills and abilities required in the person who will carry out the job. Such specifications must be drawn up in writing for each vacant post.

Application forms will be completed for each vacant post.

Alternative forms of assessment and testing methods may be used by the panel but must be directly relevant to the criteria in the person specification.

Each panel member will complete an individual record of assessment of each candidate after each interview.

The decision should be taken only after completion of all interviews for the post.

Records of decisions taken at the screening of application forms and selection stages of the recruitment process will be kept on file for a minimum of six months.

Where an external job candidate has made an allegation of discriminatory practice, it should be directed to the Manager in the first instance. If the complainant remains dissatisfied s/he will be advised of the right to demand an enquiry. An enquiry will be undertaken by someone independent of the Agency, probably a representative of the City of Edinburgh Council. A report on the findings will be submitted to the Board of Directors.

Where an internal job candidate has made an allegation, the complaint should be processed using the Agency’s Grievance procedure. An allegation of discriminatory practice will not prejudice any future applications for employment or promotion by the individual concerned, regardless of the outcome of such a complaint.

**Equal Opportunities**

The work of the Youth Agency can be enriched by the contributions which can be made by people of different backgrounds and experience, and through our Equal Opportunities Policy we aim to bring difference and diversity into the Agency.

The Agency is committed to providing a working environment in which employees are able to realise their full potential and to contribute to business success irrespective of their gender, race, disability, age, sexual orientation, religion, religious belief, HIV status, marital status, political or trade union activity. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, the Agency is committed to identifying and eliminating discriminatory practices, procedures, and attitudes throughout the organisation. The Agency expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Agency aims to ensure that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, race, colour, nationality, ethnic or racial origins, marital status, sexual orientation, religion, religious belief or disability. This commitment applies to all the aspects of employment outlined below:

1. Recruitment and selection, including advertisements, job descriptions, interview and selection procedures.
2. Training.
3. Promotion and career development opportunities.
4. Terms and conditions of employment, and access to employment related benefits and facilities.
5. Grievance handling and the application of disciplinary procedures.
6. Selection for redundancy.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. The Agency will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Agency’s employment policies and procedures, not just those specifically connected with equal opportunity.

**Recruitment of Ex-Offenders**

The Youth Agency uses the Volunteer Scotland Disclosure Services (VSDS) to assess applicants’ suitability for positions within our organisation.

Due to the nature of our activities we must exercise vigilance and thoroughness when recruiting people for roles involving contact with children and young people. For this purpose, we will ask applicants to apply to join the PVG Scheme.

A PVG Scheme Record provides information about an individual's criminal record and other relevant information.

**Codes of Practice**

The Youth Agency complies fully with VSDS Codes of Practice. Furthermore we undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a PVG Scheme Record on the basis of a conviction or other information revealed.

The Youth Agency will ensure that every subject of a PVG Scheme Record is aware of the Codes of Practice and we will provide copies upon request.

**Equality and diversity**

The Youth Agency is committed to the fair treatment of all of its employees, potential employees, volunteers and its service users. We actively promote equality of opportunity for all those who have the right mix of talent, skills and potential. We welcome applications for positions within our organisation from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competence, attitude, skills, qualifications, and experience.

**Applications for PVG Scheme Records**

The Youth Agency will only ask a potential employee or volunteer to apply for PVG membership after a thorough risk assessment of the position concerned has indicated that one is both proportionate and relevant. For those positions where a PVG Scheme Record is deemed necessary, all application forms, job adverts and recruitment briefs will contain a statement that a PVG Scheme Application will be required in the event of the individual being offered the position.

**The Recruitment Process**

Where an application for a PVG Scheme Record or PVG Scheme Record Update forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage. The Youth Agency guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Youth Agency to ask questions about your entire criminal record, we will only ask you to disclose information about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We will ensure that all the people who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of any offences disclosed. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences which you may have and any other matters that might be relevant to the position concerned. Failure to reveal information that is directly relevant to the position could lead to the withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the individual concerned before a decision is taken to withdraw a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.**

If, during the recruitment process, as a result of general enquiries or a PVG Scheme Record, you are found to have a criminal record, you will not necessarily be prevented from working for the Youth Agency. This will depend on a number of factors and will be determined following an objective assessment by the Youth Agency. This assessment will take into account the nature of the offence(s) and the position concerned, any mitigating circumstances, when the offence(s) happened, the sentence, any patterns of offending, the efforts made by you to avoid re-offending, the Youth Agency’s legal obligations, safe guards which may be taken by the Youth Agency against offending at work and possible reactions of employees, service users etc.

**Wester Hailes Youth Agency**

**Data Protection Privacy Notice (Recruitment)**

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

**Who collects the information**

Wester Hailes Youth Agency (the ‘Organisation’) is a ‘data controller’ and gathers and uses certain information about you. Where the Organisation is also a ‘data processor’, we will process information received from third parties about you.

**Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

**About the information we collect and hold**

The table set out on the following pages summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table below also summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

**Where information may be held**

Information may be held at our offices and third-party agencies, service providers, representatives and agents. Information may be transferred internationally including to countries that do not have data protection laws equivalent to those in the UK. We have security measure in place to seek to ensure that there is appropriate security for information we hold.

**How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on our approach to information retention and destruction are available in our Retention Policy.

**Your rights to correct and access your information and to ask for it to be erased**

Please contact the signatory to the attached letter if, (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the organisationfor some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances the organisation will provide you with further information about the right to be forgotten, if you ask for it.

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**How to complain**

We hope that the organisation can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [https://ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

**Schedule relating to the information we collect and hold****Part A - Up to and including the shortlisting stage**

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| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Your name and contact details (i.e. address, home and mobile phone numbers, email address)** | From you | Legitimate interest: to carry out a fair recruitment processLegitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages | To enable HR personnel and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcomeTo inform the relevant manager or department of your application |
| **Details of your qualifications, experience, employment history (including job titles, *salary* and working hours) and interests** | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment processLegitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit | To make an informed recruitment decisionThe person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details |
| **Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs** | From you, in a completed anonymised equal opportunity monitoring form | To comply with our legal obligations and for reasons of equality of opportuning and treatment  | To comply with our equal opportunities monitoring obligations and to follow our equality and other policiesFor further information, see **\*\*** below |
| **Information regarding your criminal record** | From you, in your completed application form | To comply with our legal obligationsFor reasons of substantial public interest preventing or detecting unlawful acts and protecting the public against dishonesty | To make an informed recruitment decisionTo carry out statutory checksInformation shared with Disclosure Scotland and other regulatory authorities as requiredFor further information, see **\*\*** below |
| **Details of your referees** | From your completed application form | Legitimate interest: to carry out a fair recruitment process | To carry out a fair recruitment processTo comply with legal/regulatory obligationsInformation shared with relevant managers, HR personnel and the referee |

**Part B****Before making a final decision to recruit**

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| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers \*** | From your referees (details of whom you will have provided) | Legitimate interest: to make an informed decision to recruitTo comply with our legal obligationsLegitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice | To obtain the relevant reference about youTo comply with legal/regulatory obligationsInformation shared with relevant managers and HR personnel |
| **Information regarding your academic and professional qualifications \*** | From you, from your education provider and/or the relevant professional body  | Legitimate interest: to verify the qualifications information provided by you | To make an informed recruitment decision |
| **Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)\*** | From you and from Disclosure Scotland | To perform the employment contractTo comply with our legal obligationsLegitimate interest: to verify the criminal records information provided by youFor reasons of substantial public interest preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty  | To make an informed recruitment decisionTo carry out statutory checksInformation shared with Disclosure Scotland and other regulatory authorities as requiredFor further information see \*\* below |
| **Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information \*** | From you and, where necessary, the Home Office | To enter into/perform the employment contractTo comply with our legal obligationsLegitimate interest: to maintain employment records | To carry out right to work checksInformation may be shared with the Home Office |
| **A copy of your driving licence \*** | From you | To enter into/perform the employment contractTo comply with our legal obligationsTo comply with the terms of our insurance  | To make an informed recruitment decisionTo ensure that you have a clean driving licenceInformation may be shared with our insurer  |

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked \* above to us to enable us to verify your right to work and suitability for the position.

**\*\*** Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offenses are set out in our Data Protection Policy.