

**JOB DESCRIPTION**

**INCOME GENERATION & COMMUNICATIONS MANAGER**

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| Number of Hours: | Full-time (36 hours per week) |
| Salary Scale: | £32,238 - £35,870 per annum (SCP 21 – 25) |
| Accountability of post: | The post holder will be line managed by and accountable to the Chief Executive of Circle for the performance of the tasks described below. |
| Main purpose: | To be responsible for sustaining existing and securing new funding streams to help us reach more vulnerable families in line with Circle’s strategic plan.To develop and implement our communications, marketing, and social media strategy. |
| Location of post: | Head Office, 18 West Pilton Park, Edinburgh EH4 4EJ, with hybrid working an option |

**MAIN TASKS & RESPONSIBILITIES:**

1. To coordinate and develop the Income Generation Strategy and Action Plan
2. To develop and implement a Communications and Marketing Strategy
3. To maintain positive relationships with trust funders, making timely applications and re-applications, and to work with Project Managers to write timely and excellent reports.
4. To work with the management team to develop new trust funding income streams for core costs and project development
5. To lead on sustaining and developing community and event fundraising including our DARED running challenge, the Kiltwalk and other events where appropriate
6. To line manage the Fundraising and Communications Officer and additional external fundraising and communications resources
7. To support major donor approaches and maintain relationship with current donors
8. To keep the website and social media up to date with current, relevant, and topical information
9. To develop, manage and maintain the fundraising database
10. To keep up to date with current and emerging issues affecting children and families to inform funding applications
11. To lead on the development of corporate fundraising relationships and initiatives
12. To raise awareness of the work Circle does, our approach and our values
13. To lead on the development of social media fundraising opportunities
14. To attend supervision, team meetings, management meetings and staff development days as required
15. To support the work of the Chief Executive and the Board

*With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.*



**PERSON SPECIFICATION**

**INCOME GENERATION & COMMUNICATIONS MANAGER**

**KNOWLEDGE & EXPERIENCE**

***ESSENTIAL***

1. Experience of developing, implementing, and managing income generation and communications & marketing strategies
2. Experience of completing & submitting funding applications to a variety of funders such as trusts, foundations, and corporates
3. Extensive experience of leadership including line management, personal development, and objective setting
4. Experience of fundraising databases
5. A recognised relevant qualification

**SKILLS, ABILITIES & APTITUDES**

***ESSENTIAL***

1. Excellent written, communication and organisational skills
2. Ability to effectively promote the work of Circle within and outside the organisation
3. Ability to manage a demanding workload and meet deadlines
4. Ability to develop good working relationships with colleagues, the Board of Trustees and external stakeholders
5. Ability to manage and prioritise own workload
6. Strategic development skills

**ATTITUDES**

***ESSENTIAL***

1. Commitment to the values of Circle
2. Commitment to anti-oppressive and discriminatory practice
3. Commitment to continuing professional learning and development