



**Trusts and Partnerships
Manager**

Job Information Pack

About Us

Perth Autism Support was founded in 2011 to address the gaps in support for autistic children, young people and their families across Perth & Kinross.

In 2024, we have over 1200 families registered for services and support children, young people and families through the following service areas:

- Children's Services
- Transitions Services (encompassing three project areas – Engage, Enterprise and Employability)
- Family and Education Services (including our Early Years project and Autistic Adults Peer Support)

We are governed by a Board of Trustees (8) and we have a staff team of 30.

We are based in our centre in Perth City but work across the whole of the Perth & Kinross region.

For more information, visit www.perthautismsupport.org.uk



Trusts and Partnerships Manager

Hours: 35 hours per week (Full Time)

Salary: Grade D - £32,000 - £40,000 per annum

Location: Perth Autism Support, 14 New Row, Perth, PH1 5QA

Reports to: Operations Manager

Direct Reports: 0

Perth Autism Support Benefits

- + Workplace Pension
- + 28 days annual leave (including Christmas/New Year closedown), with additional days for continuous service
- + 1 extra annual leave day on employee's birthday if this falls on a usual working day
- + 1 extra annual leave day if the employee has a child/young person starting nursery/Primary 1/S1
- + Staff Health and Wellbeing Programme
- + Extensive learning and development opportunities including support to achieve SVQ3 qualification



Trusts and Partnerships Manager

Role Purpose:

We are looking for a highly motivated fundraising manager to join our organisation as Trusts and Partnerships Manager.

In this role, you will be central to the successful development and delivery of ambitious fundraising strategy, using operational and financial planning skills to implement a successful portfolio for giving.

Working with a mixed audience of Trusts and Corporates, you will lead on delivering first-class supporter experiences through the creation of an innovative and engaging portfolio.

You will work with the Chief Executive to create the infrastructure required for Trusts and Partnerships to thrive, developing, and managing existing relationships, whilst building new opportunities.

As Trusts and Partnerships Manager, you will be an inspiring leader and play a vital role in driving a step change in high value fundraising, securing multiyear funding, and establishing meaningful relationships in this area.

You will be an ambassador for Perth Autism Support, building relationships across the community to further our vision to support autistic children and young people to reach their full potential.



Key Responsibilities

Leadership and Management

- Plan, manage and deliver the Trusts and Partnerships strategy, and associated plans and budgets, to meet or exceed targets
- Provide regular financial reporting and budget reforecasting
- Successfully lead on the development and delivery of Trusts and Partnerships fundraising.
- Use audience insight and evaluation to identify opportunities and maximise existing activity, in line with current trends and best practice.
- Lead on development and implementation of fundraising policies to ensure compliance to all fundraising regulations and best working practice.

Trust and Partnership Fundraising

- Lead on the development and delivery of a portfolio of giving
- Manage portfolio of existing relationships across a range of areas
- Monitor outcomes and deliver on reporting requirements
- Create cases of support that are attractive and inspiring to funders
- Work across the service areas to identify funding opportunities
- Lead on the development of a range of fundraising assets and materials that will inspire and inform
- Attend appropriate events and networking opportunities to build relationships and raise funds and awareness of Perth Autism Support



Key Responsibilities

Supporter Care

- Lead on design and delivery of high-level supporter care, ensuring first class stewardship to maintain and build long term relationships
- Ensure all systems are updated
- Develop and share supporter stories to raise awareness, build relationships and generate fundraising

Marketing

- Develop Talks Programme to be delivered across Perth & Kinross to increase awareness, build relationships and generate fundraising
- Work with teams across the organisation to develop stories of impact
- Lead on the development of fundraising materials
- Lead on the Staff Communication Group – focussed on developing digital content
- Generate content for fundraising for digital platforms.



Essential Skills and Experience

- Practical, demonstrable experience within a Trusts and/or Partnerships fundraising role.
- Experience of managing a fundraising portfolio
- Experience of meeting or exceeding targets
- Knowledge of the Scottish Charity Sector and funding landscape
- Evidence of ability to secure funds, develop and maintain partnerships and grow income
- Excellent written communication skills
- Strong interpersonal skills
- Excellent research skills to be able to identify funding and partner prospects
- Strong project management and organisational skills
- Experience of monitoring budgets with ability to understand financial information presented
- Evidence of experience in evaluation and reporting methods
- Experience of digital marketing for fundraising
- Understanding of how to use data to drive decision making

Essential Competencies

- Understanding and commitment to the cause of Perth Autism Support
- Understanding and commitment to the Code of Fundraising Practices
- Ability to work autonomously and be a confident decision maker
- Open and skilled communicator, with ability to provide first class stewardship to develop and maintain relationships both internally and externally
- Ability to manage a busy workload, demonstrating a solution focussed approach with good planning skills
- Driver with access to a car for work purposes



Application Process and Timeline

If you would like to apply for the position, you should send your most recent CV and covering letter to recruitment@perthautismsupport.org.uk for the attention of Angie Ferguson, Chief Executive.

Please ensure you state the job title and your salary expectations in your application.

We pride ourselves in supporting applicants who may be looking for non-traditional ways to apply for roles, so if you have alternative ways you would like to apply for the role, please do so, just make sure you demonstrate your relevant experience in line with the skills, experience and competencies listed above.

If you would like to have an informal chat about the role, please send your contact details and request to recruitment@perthautismsupport.org.uk or call Angie Ferguson, Chief Executive on 01738 451081.

Applications for the position will close on Friday 21st June 2024.

We expect first stage interviews to take place on Wednesday 3rd July 2024.



Accessibility

We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustments we can make to ensure you can fully participate.

For example, this may include support to complete forms, extra time for an interview, access to this information in different formats, or information sheets detailing the interview/assessment process and general housekeeping.

Please contact recruitment@perthautismsupport.org.uk to discuss.

We are a Disability Confident Leader organisation.

This means that a disabled person who meets the essential criteria for this vacancy will be offered an interview. If you would like your application to be considered under the Disability Confident scheme, then please include in your email/written application –

‘My application should be considered under the Disability Confident scheme.’

If you are making an application via our standard application form, there is a section to highlight this, please ensure you tick this box.

NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, we may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, we will select the disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

