

ABOUT SiMBA

SiMBA is a charity registered in Scotland, yet our services reach across the UK and Ireland. SiMBA exists to support families and those close to them whose baby has died at any stage of pregnancy or around the time of birth. SiMBA supports anyone who has lost a baby no matter how recent, or how long ago the loss was. SiMBA donates our precious Memory Boxes to maternity and gynaecology wards, neonatal units and hospices so that families can ideally be offered a Memory Box at the time of their loss, using their Memory Box to honour their baby and where possible, create memories of precious time spent together.

SiMBA also refurbishes Family Rooms in hospitals, installs memorial 'Trees of Tranquillity' and by the Trees holds memorial events such as Butterfly Releases. SiMBA holds annual Wave of Light services during Baby Loss Awareness Week. SiMBA also aims to offer and enhance support available to bereaved parents through our Safe Space Support Groups and healthcare professional training. At SiMBA we respond to the needs of those affected by the loss of a baby.

PACKAGE DESCRIPTION

Job Title: Community and Events Fundraiser

Office location: McSence Business Park, Mayfield, Midlothian, EH22 5TA

Reporting to: Head of Fundraising and Communications

Term: Permanent

Hours: 37.5 hours per week - Home working with current restrictions. Once we return to office working, some of the weekly hours will be office based. Occasional weekend or out of hours work will be required in support of fundraising events.

Remuneration: £25,000 – £27,000 P.A, annual leave entitlement of 33 days per year, inclusive of public holidays, which increases to 35 days after 2 years' service, Nest Pension

Flexible Working: We want to make sure that we find the right people to work in our team and we know that the traditional 9-5, five days a week doesn't suit everyone. So, we would love to hear from you if you feel you're a great fit for this role and would like to work flexibly. If you are the right person for this role, we'll find the right working approach for you.

JOB INTRODUCTION

Our mission is to respond to the needs of those affected by the loss of a baby through delivery of our core services. We believe that anyone bereaved through baby loss deserves the opportunity where possible to make memories with their baby as well as have ways to remember and honour them for years to come, no matter what stage of their pregnancy or how long ago their loss occurred.

This is an exciting time for SiMBA as we aim to grow, deepening the quality of our services and expanding our reach. With responsibility for proactively developing fundraising opportunities from new and existing sources, the Community and Events Fundraiser will be an integral part of achieving our ambitious targets. Reporting to the Head of Fundraising and Communications, you will be working for a busy, growing charity with a team who are passionate about enhancing the experience of families and individuals who turn to SiMBA for support, and who support us, through fundraising, donations, or volunteering.

You must be able to work with an empathetic approach and be comfortable in a bereavement care environment. SiMBA provides strong internal support through our induction processes and regular check ins and external supervision is also available; there are dedicated employees taking care of our support services for you to signpost someone onto.

MAIN RESPONSIBILITIES

Overview

This role will be integral in growing our successful community fundraising programme. An excellent communicator, you will have the ability to engage a range of audiences, and have a passion for delivering the

highest standard supporter experience. With a creative eye and attention to detail, you will bring skills to expand our reach and increase income from community sources.

Fundraising

- Provide the highest standards of support to fundraisers, building and managing relationships across various channels, including social media
- Develop and manage a network of community support with individuals, organisations, local businesses, schools, and groups
- Organise, manage, and deliver a calendar of fundraising events, growing participation and income
- Provide informative and engaging talks and presentations to a variety of audiences to raise awareness and generate income
- Participate in the development, implementation, and maintenance of fundraising assets, materials, and policies and procedures
- Participate in the planning, organisation, and delivery of the fundraising strategy and budget to meet or exceed targets

Communications

- Generate fundraising content for the website and social media channels
- Contribute to the development of fundraising marketing materials including newsletters and promotional products

Internal and External Relationships

- Be an ambassador for SiMBA, developing positive relationships throughout the community and with colleagues in the sector
- Contribute to our positive team ethos, building strong working relationships with colleagues

Administration

- Input and maintain accurate information on the database
- Follow processes and procedures to ensure all supporters are communicated with and thanked in a timely manner
- Contribute to the smooth running of a busy office, assisting with various administrative tasks including posting of materials to supporters

Other

- Other tasks relevant to role as required

WORKING ENVIRONMENT

We foster a positive working environment which promotes employee wellbeing, collaboration, growth and goal attainment.

SiMBA is going through an exciting period of growth and are building our team to further deepen the quality of our core services. We have a strong and supportive team ethos where all members pull together in the interests of fulfilling the charity's objectives.

We all take collective responsibility for our culture because we know it has a ripple effect out across our brand. That's why our culture of inclusion at work and our people are at the heart of everything we do.

Given the sensitive nature of SiMBA's work it is essential that discretion is exercised, and confidentiality is maintained, with a mature, professional and empathetic approach applied to all areas of work.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED	
<i>Essential</i>	<i>Desirable</i>
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, with the ability to communicate with a range of people across different channels • Excellent people, networking, and negotiation skills • Awareness of how to motivate and support supporters • Ability to demonstrate empathy and sensitivity when interacting with service users and to communicate appropriately • Innovation skills around fundraising opportunities, bringing a creative and constructive approach • Understanding of, or interest in, bereavement care • Highly organised with excellent attention to detail and effective time management skills to manage a diverse and demanding workload • IT literate in Microsoft Packages • Keen to learn, strive for continuous improvement and make a difference • Willing to pull together and “muck in” as part of a team • Valid driving licence 	<ul style="list-style-type: none"> • Previous experience in the charity sector • Understanding of the fundraising principles and Codes of Practice • Knowledge of fundraising CRM database
<p>Qualifications</p> <ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • Relevant professional qualification
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrable success in building effective relationships • Experience in successful project working • Experience of delivering talks and presentations • Planning and contingency skills relevant to this post 	<ul style="list-style-type: none"> • Experience of the voluntary sector and a fundraising setting • Experience of working to targets • Experience in a customer focussed environment