

**THINK  
Recruitment**



## Philanthropy Fundraiser

**Location:** Scotland, Central Belt  
**Salary:** £31,224  
**Hours:** 35 per week  
**Closing date:** Midnight Sunday 7<sup>th</sup> December 2025



# Welcome from Polly Hughes, Director of Fundraising

Thank you for your interest in this role, and in the possibility of joining our team at The Salvation Army.

I came on board as Director of Fundraising 18 months ago, and since then I've worked closely with our dedicated colleagues to ensure we are well positioned to excel - both in delivering vital income and in providing an outstanding experience for our supporters. This new role is a key part of this ambition, and I hope the information in this pack inspires you to consider joining us.

The Salvation Army exists to offer practical help to those in need, to defend the vulnerable and abused, and to challenge injustice wherever we see it. Our work is as diverse as the communities we serve. Across the UK and Ireland, we operate through more than 600 churches and community centres, supporting people of all ages - from the youngest to the oldest - in ways that include homelessness services, modern slavery and anti-trafficking work, foodbanks, youth and employment programmes, and emergency response, to name just a few.

Within this, the Fundraising Department plays a vital role. With around 80 staff, we raise over £125 million annually, including legacies. Christmas is our busiest and most important period - last year alone we raised approximately £25 million in just six weeks. It's an intense but energising time, and we work as one team to get the job done.

This is a genuinely exciting moment to join us. You will find clear recommendations backed by the Leadership Team, resources to invest where it matters, and the opportunity to make a real impact from day one.

Thank you again for your interest. I look forward to the possibility of working together.

*Polly*



# Background on The Salvation Army

The Salvation Army is a worldwide Christian church and registered charity, which has been fighting against social inequality and transforming lives for over 160 years. The Salvation Army expresses its faith through charitable action by working at the heart of communities across the UK and Ireland. We have 600 churches and community centres where we offer friendship, practical help and support to some of the most disadvantaged people in our communities.

We offer practical support and services to all who need them, regardless of ethnicity, religion, gender or sexual orientation. Our work includes:

- Homelessness
- Modern slavery
- Poverty
- Addiction
- Campaigning and social policy
- Older people
- Community - debt advice, unemployment, isolation

The generous support we see from donors and volunteers across the UK and Ireland allows us to respond to the people who need us most.

Every year we:

- Provide over 3,000 places every night in lifehouses
- Support over 13,000 people through our employment service
- Support over 11,000 victims referred to our modern slavery services



# Background: Philanthropy Fundraiser, Scotland & Northern Ireland

In this role, you will be at the heart of driving philanthropic growth across Scotland and Northern Ireland and, at times, help develop support in Northern England. You will take ownership of managing and developing fundraising relationships, proactively identifying new prospects while also engaging with current funders to deepen their understanding of and commitment to The Salvation Army. By doing so, you will secure reliable and increased income from charitable trusts, foundations, and major donors, supporting the teams to meet their annual income targets.

With strong self-motivation and with excellent interpersonal and relationship-building skills, you will contribute to taking philanthropic fundraising to new heights, supporting our focus areas of Homelessness, Debt Advice, Employment Plus, Modern Slavery and Anti-Human Trafficking, Children & Youth, and the Cost-of-Living Crisis, alongside projects benefiting local corps and community services.

You will work collaboratively across teams to ensure donors are well stewarded, income is processed accurately, and relationships with supporters are strengthened. In busy periods such as seasonal appeals, you will also lead and manage essential administrative support, maintaining accurate records, managing databases, and helping to organise donor-related events and communications.



# Job Description: Philanthropy Fundraiser, Scotland & Northern Ireland

|                                   |                                                                                                                    |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>                 | Trust Manager – (Scotland and Northern Ireland)                                                                    |
| <b>Accountable to:</b>            | Head of Philanthropy                                                                                               |
| <b>Key working relationships:</b> | Marketing and Fundraising, Finance, PR and Communications, Research and Development, Key Community Programme Teams |
| <b>People management:</b>         | There are no people management responsibilities                                                                    |
| <b>Operating budget:</b>          | There are no budgetary responsibilities                                                                            |

## Key Responsibilities:

- Actively manage and develop a portfolio of existing and prospective medium charitable trusts and foundations across Scotland and Northern Ireland, ensuring excellent relationship management and engaging cultivation and stewardship. This will be on average 60% of the role.
- Actively manage and develop a portfolio of existing and prospective major donor gifts across Scotland and Northern Ireland, ensuring excellent relationship management and engaging cultivation and stewardship. This will be on average 30% of the role.
- Be responsible for processing income received at our Glasgow office or for Scotland/NI projects accurately and promptly, acknowledging donors in a timely manner, and ensuring restricted income requirements are met and communicated to relevant staff. This will be on average 10% of the role.
- Research and identify prospective funders who align with The Salvation Army's aims and objectives and our key strategic funding priorities.
- Write and tailor compelling cases for support, bespoke proposals, and appeals, delivering strong stewardship through correspondence and impact reporting.

- Secure income medium charitable trusts & foundations and major donors across Scotland and Northern Ireland in support of The Salvation Army's projects and contributing to both team's annual income target.
- Work closely with the Trust Team to ensure sickness and holiday periods are adequately covered and there is no reduction in service to our supporters for banking and acknowledgement of donations.
- Build strong relationships and work collaboratively with colleagues, external contacts, and stakeholders, acting as the first point of contact for new enquiries from Scotland and Northern Ireland and ensuring these are handled effectively and efficiently in liaison with the wider team.
- Maintain accurate and up-to-date records of donor interactions, income, and correspondence using the organisation's CRM and electronic filing systems, ensuring confidentiality, compliance with GDPR, and alignment with donor wishes. Produce high-quality reports and proposals and support strategic decision-making by providing accurate data and insights.
- Produce and send out updates for the team and reconcile income on a monthly basis to support the manager with budget reconciliation and reforecasting.
- Support the team with planning, organising and associated administration of any donor related events, including the annual Christmas carol concert reception. This may include attending mass participation events that are in Scotland/NI where TSA needs to be represented e.g Kiltwalk, Edinburgh Marathon Festival etc.
- Provide support to the Asst Head of Philanthropy - Trusts to ensure we remain compliant with all relevant legislation and requirements of governing bodies such as The Fundraising Regulator, The ICO, The Charity Commission etc. as well as following best practice guidelines from organisations such as The Chartered Institute of Fundraising.
- Be willing to work flexibly including some occasional travel within the UK and work outside normal office hours from time to time.
- Undertake additional tasks from time to time, as required by the Philanthropy Team to meet the objectives of the organisation.

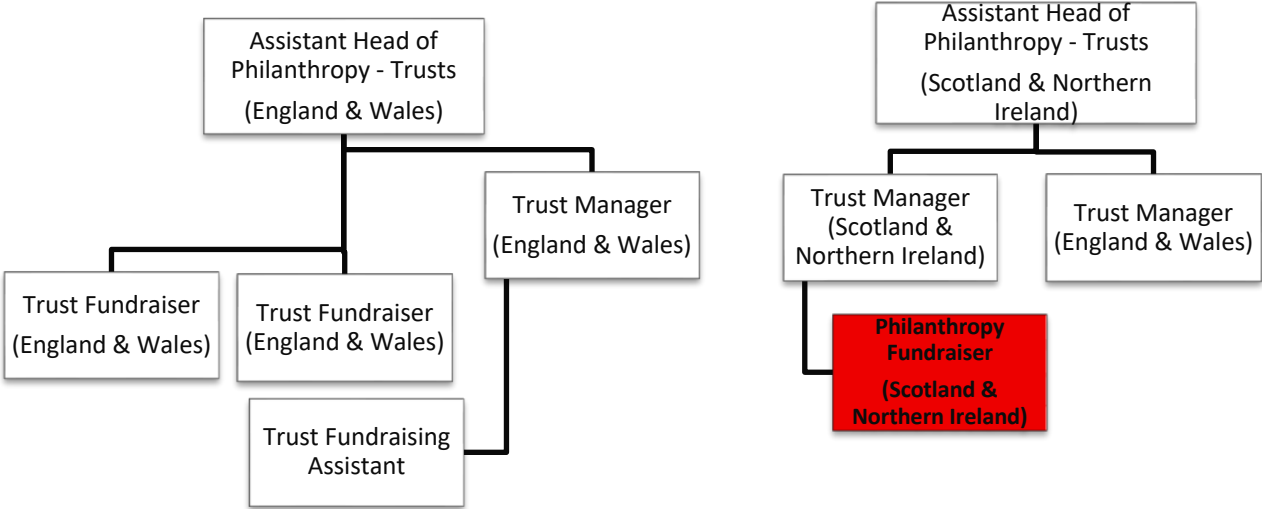


# Person Specification

## Person Specification

- Demonstrable previous experience of fundraising, with a proven previous success in trusts and foundations and/or major donors.
- Demonstrable creativity and innovative approach to managing and developing exciting income based relationships
- Demonstrable strong communication skills, both written and verbal, with the ability to convey information to donors and colleagues in a clear, effective and professional manner
- Demonstrable previous experience of providing successful administrative support within a busy and complex work environment
- Demonstrable ability to plan, organise and prioritise a varied workload to effectively meet your objectives to the expected quality standards and time scales with minimal supervision both individually and as part of a team
- Strong and accurate numerical skills with the ability to process financial data
- Experience of working with a database
- Excellent customer service skills working with internal stakeholders and supporters
- Demonstrable research skills with the ability to identify prospective new funders and gather demographical data to support grant applications
- Proven strong experience of using Microsoft Office (Word/Excel/PowerPoint), Outlook, Teams and databases to perform your work duties
- The ability and willingness to work flexibly including working out of normal office hours as needed, and occasionally away from home
- The ability and willingness to work within, be empathic with and promote the Christian ethos and values of The Salvation Army's Mission

# Organisation Chart



# Benefits and life at The Salvation Army

|                            |                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Salary</b>              | £31,224 per annum (full time / 35 hours per week)                                                                                                                                                                                                                                                                                                             |
| <b>Location and travel</b> | The Salvation Army is a flexible employer, and this role is offered on a hybrid basis. The post holder will need to work a minimum of 40% from the Glasgow or Edinburgh offices (min 1 day per week from Glasgow – other day flexible between the two offices)                                                                                                |
| <b>Annual leave</b>        | 25 days annual leave plus Bank Holidays<br>When you have attained 6 years' service your annual leave entitlement increases to 26 days. It then increases by an additional day for each completed year of service up to a maximum of 30 days.                                                                                                                  |
| <b>Pension</b>             | For employees that contribute between 3% and 6%, The Salvation Army will double the contribution up to a maximum employer contribution of 12%. Employees can contribute more than 6% should they wish.<br>All pension scheme members are automatically covered for death in service to the value of three times your annual salary                            |
| <b>Parental policies</b>   | Maternity/Adoption/Shared Parental provision<br>18 weeks full pay, 6 weeks half pay, 15 weeks SMP/SAP<br>Paternity/Partner provision<br>12 weeks full pay<br><br>Fertility Treatment<br>Up to 10 days off in a rolling year for related appointments                                                                                                          |
| <b>Other</b>               | Cycle to Work Scheme<br>Travel Loan up to £8,000<br>Employee Assistance Programme (EAP) including access to counselling sessions<br>Eye Care<br>Health plans available via Simply Health<br>Payroll giving<br>Discount on home contents insurance<br>3 days of Volunteering Leave to support any Salvation Army corps or setting<br>Free will writing service |

If you have questions about the benefit package, or if there are policies you would value seeing before continuing in the selection process, please do reach our via [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org) and we will be happy to find out the information you need.

# Equality, Diversity and Inclusion

The Salvation Army believes everyone has the right to be treated equally and with respect. The charity is an equal opportunities employer and are committed to, and promotes, its policy of equality of opportunity through the equal treatment of all and opposing all forms of discrimination in the workplace.

As a disability confident leader scheme employer, we guarantee to interview all disabled applicants who meet all the minimum essential criteria for the vacancy. We are committed to removing barriers and providing opportunities for people with disabilities to realise their potential. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. <https://disabilityconfident.campaign.gov.uk>.

During this recruitment process at The Salvation Army will ensure that individuals are recruited without reference to any protected characteristic, and that no one will receive less favourable treatment or, for any reason.

The charity's recruiting managers will ensure no decision is made, or preference stated, in advance which could unfairly influence the outcome of the recruitment process.

The full Equal Opportunities Policy is available upon request.

If there is anything THINK Recruitment can do to make any reasonable adjustments to ensure you can engage fully in the process, please do contact Jason Jederson at [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org) for a confidential discussion.

# How to apply

To express interest in this role, please email [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org) with a copy of your CV.

Our recruitment manager will have a conversation with all the applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer ahead of the role closing.

Please ensure you get in touch with enough time to have an initial call and receive the screening questions ahead of the role closing.

To help candidates find out more about the role, we can organise an information conversation with Lesley Parks – Trusts Manager, the recruiting manager for this role. If you would like to speak with Lesley Parks, please flag this during your initial call with THINK recruitment.

| Screening calls with THINK Recruitment               | Closing date                                  | Interview date                                    | Decision by                           |
|------------------------------------------------------|-----------------------------------------------|---------------------------------------------------|---------------------------------------|
| 17 <sup>th</sup> November – 5 <sup>th</sup> December | Midnight Sunday 7 <sup>th</sup> December 2025 | 16 <sup>th</sup> & 17 <sup>th</sup> December 2025 | Friday 19 <sup>th</sup> December 2025 |

The selection process will be one stage. At point of invite candidates will be provided with further information to support with preparation.

If there are any reasonable adjustments THINK Recruitment can make to ensure ease of participation in the selection process, please do get in touch. All discussions are confidential.



Thank you for your interest, please do get in touch if you have any questions.

**Jason Jederon**  
**Recruitment Consultant**  
[recruitment@thinkcs.org](mailto:recruitment@thinkcs.org)

# THINK Recruitment

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