

Chest Heart & Stroke Scotland Assistant Fundraiser (East) Job Advert



Assistant Fundraiser (East)
32.5 hours per week
Salary scale: £17,130 - £20,901 per annum

Chest Heart & Stroke Scotland improves the quality of life for people in Scotland affected by chest, heart and stroke illness, through medical research, influencing public policy, advice and information and support in the community.

We are seeking a focused, energetic, tenacious individual with excellent communication skills to join CHSS's prominent supporter fundraising team in the East of Scotland.

This will be an exciting role and no day will be the same: from supporting runners in CHSS's 'Happy Feet' programme, to developing relationships with our community fundraisers or working with our design and marketing team, promoting CHSS's high-profile events through social media channels.

We are looking for a fast learning, IT-literate individual with some experience of databases as using our Raiser's Edge Fundraising Database will be an important part of this role. You will also recruit, manage and support volunteers in order to help you accomplish the team's goals. Volunteer fundraising / sales and marketing experience is desirable.

The role is based at our Edinburgh Head Office in Haymarket, however will also involve work out and about in the community, and at events around Scotland. Much of this work will take place on evenings and weekends, sometimes at short notice, so flexibility is essential.

For an application pack please contact the HR Department on 0131 225 6963 or e-mail hrdept@chss.org.uk. You can also download an application pack from our website: www.CHSS.org.uk

Closing date for applications: 12noon on Tuesday 7 February 2012
Interviews will be held on: Wednesday 15 February 2012