



Senior Fundraising Co-ordinator

September 2026

befriend a child



turn a frown upside down

BEFRIEND A CHILD

At Befriend a Child we believe every child deserves a happy childhood and is given the best chance in life to thrive. We make a difference to children and young people growing up in challenging life circumstances in Aberdeen and Aberdeenshire by providing befriending, mentoring and group activity programmes.

At the heart of our befriending and mentoring programmes are committed and passionate volunteers who are trained and supported by our experienced staff team. Through providing a positive adult role model and positive life experiences our volunteers help children and young people build confidence and self-esteem as well as develop new life interests and skills. In time this can have a transformational effect and allow the child to deal positively with their challenges and help them to build resilience, grow and thrive.

In addition to our befriending and mentoring programmes, we host three youth clubs in local communities across Aberdeen. These sessions provide an opportunity for socially isolated youngsters to build confidence around their peers in a safe and fun environment. We also work with befriended and mentored children's families who are struggling with the cost of living and social isolation where they need practical and focused support. Our Family Support Project supports families to enable them to reach a point where they feel they can independently manage areas of their life that are causing a critical impact on the family.

Each year we support over 250 children and work with around 270 volunteers. Our work has been recognised through several awards including The Queen's Award for Voluntary Service, Befriending Network's Quality in Befriending Excellence Award, Scottish Mentoring's Project Award and Investing in Volunteers' Award. Our team are committed to delivering excellence to the children, families and volunteers we support.

This is an exciting time to join Befriend a Child. As we look to the future and deliver on our next strategic plan, the successful candidate will have the opportunity to join an ambitious and committed team and play a part in the next chapter of our charity's development.

www.befriendachild.org.uk

Registered charity number: 005467

JOB DESCRIPTION

Job Title	Senior Fundraising Co-ordinator
Reports to	Head of Fundraising and Marketing
Direct Report	One
Hours	Full time (35 hours a week)
Location	Aberdeen office with hybrid working

The Senior Fundraising Co-ordinator is a key member of Befriend a Child's fundraising team, responsible for developing and delivering effective fundraising activities across a range of income streams. These include individual giving, community groups, third-party fundraising events and the charity's own events.

The role will plan, develop, deliver, and evaluate fundraising activities and campaigns with clear targets, KPIs and outcomes, with the support of the Head of Fundraising and Marketing. The postholder will also have line-management responsibility for a part-time Fundraising Co-ordinator.

MAIN RESPONSIBILITIES

Overall

- Plan, deliver and evaluate a range of fundraising activities and campaigns that target individuals, groups and companies to achieve annual income targets and agreed KPIs
- Manage the supporter and fundraiser journey from initial engagement through to stewardship and ongoing support
- Research and develop innovative and engaging fundraising activities and events that retain and engage existing supporters, attract new supporters and deliver a strong return on investment
- Monitor and analyse fundraising performance against agreed targets and KPIs, providing regular progress reports and identify opportunities for improvement
- Produce project evaluations to support future planning and aid decision-making as required
- Maintain accurate records of statistical information to support reporting and feedback to stakeholders
- Develop and oversee accurate and effective supporter records and database systems
- Manage relevant fundraising budgets, monitoring income and expenditure against agreed targets and providing accurate financial information and forecasts as required
- Keep up to date with best practice and developments across the charity sector, particularly in relation to fundraising innovation, legislation and relevant codes of practice

Community Fundraising and Individual Giving

- Lead the development of the annual workplan for Community Fundraising, Individual Giving, Fundraising Events and Sponsored Events to achieve agreed income targets and KPIs
- Plan, deliver and evaluate community and individual fundraising activities, working with and providing direction to the Fundraising Co-ordinator
- Coordinate Befriend a Child's participation in local, national and international sponsored events and challenges to achieve agreed income targets
- Lead the development and piloting of new community group fundraising initiatives

- Develop and oversee Befriend a Child fundraising appeals, including the annual Giving Tree Appeal
- Manage the annual fundraising budget for Community Fundraising and Individual Giving

Fundraising Events

- Lead the planning, delivery and evaluation of a portfolio of Befriend a Child and third-party events that have agreed income and engagement targets
- Project manage specific fundraising events from planning through to delivery and evaluation, ensuring agreed KPIs are achieved
- Research and develop new fundraising events as directed by the Head of Fundraising and Marketing

Supporter Relations

- Build and maintain excellent relationships with supporters, donors, volunteers and other stakeholders, demonstrating consistently high standards of supporter care
- Ensure all communications with supporters, donors, volunteers and other stakeholders are timely, accurate, relevant and engaging
- Maintain regular and meaningful contact with supporters and donors, including visits and delivering presentations where appropriate
- Work with the Senior Marketing and Communications Co-ordinator to keep the charity website and social media channels up to date with relevant fundraising news
- Be visible and accessible to supporters, donors, volunteers and other stakeholders and act at all times as a positive ambassador for the charity
- Maintain accurate supporter and donor records, adhering to UK GDPR and relevant data-protection requirements
- Use supporter feedback and insight to continually improve fundraising activity, maximise income, strengthen support retention and attract new supporters
- Oversee supporter thanking and banking processes, ensuring donations are acknowledged and processed accurately and promptly

Line Management

- Line manage, support and develop the Fundraising Co-ordinator, setting clear objectives and providing regular supervision and feedback
- Manage and develop the Fundraising volunteer group who will work to support Fundraising and Marketing activities across the team

Additional Duties

- Contribute to the delivery of events and activities for donors and benefactors throughout the year. Some of these will take place during evening and weekends, and the postholder will be expected to provide support as required
- Support the Head of Fundraising and Marketing with additional tasks that help achieve the team's goals
- Keep up-to-date with relevant third-sector developments and share relevant knowledge and training with the team

PERSONAL SPECIFICATION

Required Knowledge / Experience

- Educated to degree level or able to demonstrate equivalent relevant experience
- At least three years' relevant experience
- A proven track record in developing and managing successful fundraising activities and campaigns for a range of supporter audiences
- Proven experience of supporter or customer stewardship and relationship management
- Demonstrable experience of successfully asking for financial and other forms of support
- A proven track record of planning, organising and delivering events
- Experience of independently managing projects from planning through to delivery and evaluation
- Experience of supervising, supporting or developing others, with the ability to undertake effective line management
- Experience of managing budgets and monitoring income and expenditure
- Demonstrable experience of accurate data management and reporting
- Good IT skills, including a working knowledge of Microsoft Word, Excel and Powerpoint. Experience of using CRM or supporter databases is desirable
- Working knowledge of fundraising regulation and UK GDPR / data protection requirements
- Experience of working in the third sector (desirable)

Required Skills

- Personable, enthusiastic, energetic and resilient – with the ability to build and maintain strong relationships with supporters, volunteers and colleagues
- Excellent written and verbal communication skills, with the ability to communicate confidently and effectively with a range of audiences
- Highly organized, with the ability to manage and prioritise a varied workload, working effectively under pressure and to tight deadlines
- Strong planning and project management skills
- Ability to work independently and use own initiative, alongside a willingness to learn and develop
- Creative and proactive, with the ability to develop engaging fundraising ideas and identify new opportunities
- Strong interpersonal and networking skills
- Excellent collaborative and team-working skills
- Demonstrates consistently high standards of work and attention to detail

WORKING AT BEFRIEND A CHILD

At Befriend a Child, we are committed to creating a working environment where our team feel valued, supported and able to thrive, both professionally and personally. We provide opportunities to develop and progress, alongside a comprehensive benefits package. Befriend a Child is situated in the centre of Aberdeen in Bon-Accord Square, with its own private staff car park.

Employee Benefits

Salary	£29,000 - £32,000
Hours of Work	35 hours a week (7 hours a day), plus occasional evening and weekend work.
Location	Aberdeen based. Hybrid working is available.
Annual Leave	35 days annual leave including bank holidays and 4 days over the Christmas period. This increases by one day every two years to a maximum of 39 days.
Pension Scheme	After a qualifying period of 3 months, employees are auto enrolled into our pension scheme with Royal London. The scheme has a combined contribution of 9% (5% employee contribution and 4% employer contribution).
Medicash Health Plan	Medicash Level 1 plan which includes cashback for health appointments and has an Employee Assistance Programme (EAP)
Flexible Working	Flexible working is available upon request
Training and Development	Befriend a Child recognises the importance of developing our team. We offer structured induction support and encourage staff to undertake training to develop their skills and interests at work

HOW TO APPLY

To apply, please forward a copy of your CV along with a covering letter giving an overview of your skills and experience and how you meet the personal specification. Please also include the name and contact details of two referees, one of whom must be your current employer. Please send application information to Sarah Misra, sarah@befriendachild.org.uk by Sunday 27th September.

Interviews will be held on Thursday 1st October. Please let us know if you need any special arrangements for interview.

For further information please contact Sarah Misra, CEO at sarah@befriendachild.org.uk or tel: 01224 210060.