



FUNDRAISING ASSISTANT

BASED: Hybrid working between office and home working (office base can be any of our Big Noise centres). Occasional travel to all our Big Noise programmes across Scotland will be required (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen).

APPLY BY: Monday 8th September 2025 at 10am

SISTEMA SCOTLAND INFORMATION

Sistema Scotland delivers its work through the delivery of Big Noise programmes across six communities in Scotland. These communities are Raploch & Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen, Douglas in Dundee and Wester Hailes in Edinburgh.

Our current strategy:

At the heart of Sistema Scotland's current strategy is a commitment that our Big Noise programmes will support children, young people, families and communities in Scotland to sustain and improve their wellbeing, resilience and learning, and to strengthen networks by:

- targeting our long-term, immersive support in communities of greatest need and
- broadening impact by sharing resources and creating learning partnerships

What we do:

Our Big Noise programmes use music and nurturing relationships to support children and young people to realise their potential as well as improving lives and strengthening the communities we work alongside. Our programme is focused on early intervention and stimulating generational social change, increasing confidence, aspiration, community cohesion, pride and developing high level skills in the young people involved.

Who we work with:

We work with children and young people from babies to school-leavers, their families and the wider community.

How we do this:

Our Big Noise programmes include instrumental lessons, general musicianship sessions, and group teaching in our afterschool & holiday clubs, as well as home visits and community choirs/ensembles/performances.

Sistema Scotland's expenditure budget in 2025/26 is c.£6.5m, projected to increase in future years as the programmes grow. Income to meet this expenditure is raised from Scottish Government, partner local authorities, trusts and foundations, lotteries, individuals and corporate partners.

For more information, please see our website:

<http://www.makeabignoise.org.uk/work-with-us>



THE TEAM

We currently employ approximately 190 staff across our six Big Noise programmes and Sistema Scotland's central team. The successful applicant will report to the Head of Fundraising, and will join the wider central team consisting of the Chief Executive Officer; Director of Music; Director for Children, Young People & Communities; and function areas of Administration; Finance; Fundraising; Human Resources; Communications & Marketing; and Evaluation.

The Fundraising Assistant (part time) will join the Fundraising team consisting of Head of Fundraising (full time), Fundraising Manager: Major Giving & Legacy Giving (full time), Fundraising Manager: Trusts & Partnerships (full time) and two Fundraising Officers (one full time, one part time) All posts are permanent positions.

The Chief Executive Officer reports to a voluntary Board of Directors.

JOB INFORMATION

POST:	Fundraising Assistant
REPORTS TO:	Fundraising Manager
BASED:	Hybrid working between office and home working (office base can be any of our Big Noise centres). Occasional travel to all our Big Noise programmes across Scotland will be required (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen).
TENURE:	Permanent
DAYS OF WORK:	Part time – 2.5 days / 17.5 hours per week (days/hours of work to be agreed with line manager).
SALARY SCALE	£29,613 to £33,324 per annum pro rata. New staff are appointed on the first point of the scale. So, working 17.5 hours a week, the salary would be £14,806 per annum (£1,233 per month).
SUPERVISION:	You will have a 3 month probationary and initial induction period. All staff also have regular protected time with their line manager (Support and Supervision) as well as the opportunity for an annual review to discuss performance, development and to set out annual goals (Performance and Development Review). These structures are in place to ensure that staff feel supported, equipped and confident in their roles. Staff will have Support and Supervision sessions every 4 weeks during the probationary & initial induction period and every 8 weeks thereafter.
LEAVE:	We offer the equivalent of 37 days paid holiday per year (pro rata for part time staff); 19 of these days are set when we operate shut down periods over Christmas and New Year, Good Friday/Easter Monday, May bank holiday weekend, and 2 weeks in August. Staff can take the remaining 18 days flexibly throughout the year in agreement with their line manager. Staff are also entitled to an extra week of leave during a shut down



period in August, should you be in our employment at this time, based on the hours you would be due to work that week.

We also offer the equivalent of up to 2 weeks unpaid leave per year (pro rata for part time staff) to allow staff to benefit from other work and commitments throughout the year should they choose to do so.

PENSION: After you have completed 3 months service with Sistema Scotland, staff are auto enrolled into a contributory pension scheme where Sistema Scotland match employee's contributions at 5%. Staff can choose to opt out of the scheme.

RIGHT TO WORK: We welcome applications from diverse cultural backgrounds. We also welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>. We will ask you to bring proof of your eligibility to work in the UK with you to interview.

START DATE: ASAP

HOW TO APPLY:

To apply for this role you must complete our online application form at <http://www.makeabignoise.org.uk/work-with-us> where you will also find the full job and person specification (no CVs please). As well as detailing your qualifications and work experience, you will also have the opportunity to explain why you are interested in working for Sistema Scotland and how you meet our requirements as detailed in the job/person specification.

On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer (please state if you would prefer us not to contact your current employer until you are provisionally offered the role).

Closing date for applications is Monday 8th September 2025 at 10am.

The selection process will be held in Raploch, Stirling on Thursday 18th September and will include a panel interview and a short competency task.

For any additional information please e-mail recruitment@sistemascotland.org.uk or telephone 01786 236914.

The successful applicant will be subject to PVG check although having a criminal record will not necessarily be a bar to working with Sistema Scotland.



FUNDRAISING ASSISTANT JOB DESCRIPTION

1. PRINCIPAL AIMS

- 1.1 To support the Sistema Scotland's Fundraising team to further develop its income from a range of sources.
- 1.2 To maintain and develop up to date and accurate systems, records and communications that ensure excellent relationships with current and prospective funders, supporters and other stakeholders.
- 1.3 To work collaboratively and supportively across the Fundraising team and with colleagues across Sistema Scotland to support the organisation to achieve its objectives.

2. PRINCIPAL DUTIES

The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the role.

To support Sistema Scotland work towards strategic goals by ensuring effective:

Fundraising administration:

- Maintaining a filing system for electronic and hard copies of donation letters, grants correspondence and emails
- Ensuring thank you letters are issued to donors in a timely manner from Fundraising team members
- Taking and circulating notes for fortnightly Fundraising team meetings and monthly fundraising calls
- Managing processes for instrument and other in-kind donations including maintenance of Gifts in Kind register, coordinating with Big Noise centres for updates and issuing thank you letters

Fundraising support:

- Supporting the Fundraising team in the proactive research and tracking of the pipeline of fundraising opportunities and updating the fundraising task list
- Preparing and providing input to a range of funding applications and reports as directed by the Fundraising Managers

Fundraising database:

- Working together with the Fundraising team to ensure the most effective use of the fundraising database, including exploring areas to improve processes
- Recording details of current and prospective donors and funders on thankQ, including contact details, appropriate credit line/anonymity, mailing preferences, Gift Aid status etc.
- Regularly reviewing database records to ensure accuracy and completeness of data
- Generating reports to support the fundraising and finance functions



Income administration:

- Logging income receipts on the database in a timely manner
- Compiling monthly income reports
- Importing income records into SAGE accounting system on a monthly basis
- Submitting Gift Aid claims
- Supporting with gathering relevant documents and information for auditors

Communications with funders, partners and supporters:

- Maintaining the mailing list for Sistema Scotland's e-newsletter on the fundraising database
- Assisting with event management (including venue and catering bookings) including:
 - Creating lists of guests to be invited and co-ordinating feedback
 - Issuing invitations
 - Tracking responses and booking guests onto events
 - Preparing final guest lists
 - Assisting in welcoming and hosting guests at events
 - Recording attendance

Additional duties:

- Arranging meetings and booking rooms
- Being proactive in contributing to the development fundraising processes, making suggestions for, and implementing, improvements and efficiencies where possible
- Contributing fully as a supportive and collaborative member of the fundraising team and broader Sistema Scotland team, recognising the flexibility necessary to meet the varying demands of a small team

All Posts in Sistema Scotland:

- 3.1 Contributing to the development of a professional working and learning environment in the organisation.
- 3.2 Contributing to the organisation's understanding of diversity and its implications for the arts, education and community and to ensure this understanding informs all the organisation's activities.
- 3.3 Ensuring adherence to the organisation's policies and procedures with particular reference to safeguarding/child protection, equality, diversity and health & safety.
- 3.4 Supporting the organisation in its journey to becoming a net zero organisation.
- 3.5 Working in a flexible manner in line with the organisation's social and corporate objectives and to be willing to undertake other duties as reasonably requested.



FUNDRAISING ASSISTANT PERSON SPECIFICATION

We are looking for someone with:

- A belief in the benefits that a social programme such as Big Noise / Sistema Scotland can have.
- A relevant qualification at HNC or SVQ level 3 level (or equivalent) or above, or relevant experience.
- Experience of database administration (inputting, manipulating and reporting on data) or equivalent IT functions.
- Excellent attention to detail and a thorough and organised approach.
- Excellent written and oral communication skills.
- Good interpersonal skills and experience of dealing with a wide range of audiences.
- Excellent organisational skills and ability to manage workload independently, manage conflicting priorities and exercise initiative.
- Good initiative and problem-solving skills.
- Proven ability to work as part of a dynamic team.
- High standard of numeracy and literacy.
- Ability to maintaining a high degree of confidentiality and discretion, as required.
- Flexibility and willingness to learn new skills and adapt within the role
- Commitment to the long-term goals of the programme, our participants and communities.
- Ability to travel to all our Big Noise centres throughout Scotland (Glasgow, Edinburgh, Stirling, Dundee and Aberdeen).
- Ability to work flexibly, with occasional evening and weekend work.

We would ideally like someone with:

- Experience of fundraising.
- A proven commitment to personal and professional development.
- Experience of developing and implementing administrative systems and procedures.
- Experience of using Microsoft 365, including Teams.
- Experience using Beacon CRM.
- Experience of using online communications tools such as MailChimp and Canva.
- Experience of working in areas of multiple deprivation.
- Experience of supporting event or project management.
- Experience of working within the Third Sector.
- A passion for music .