



## **FUNDRAISING MANAGER (MAJOR GIVING & LEGACY GIVING)**

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

**APPLY BY:** Monday 8<sup>th</sup> 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.

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

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

## JOB INFORMATION

<b>POST:</b>	Fundraising Manager (Major Giving & Legacy Giving)
<b>REPORTS TO:</b>	Head of Fundraising
<b>BASED:</b>	Hybrid working between office and home working (office base can be any of our Big Noise centres). Travel to all our Big Noise programmes across Scotland will be required (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen).
<b>TENURE:</b>	Permanent
<b>DAYS OF WORK:</b>	Full Time – 5 days / 35 hours per week (some flexibility in working pattern may be considered)
<b>SALARY SCALE</b>	£42,983 to £47,012 per annum. New staff are appointed on the first point of the scale.
<b>SUPERVISION:</b>	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.
<b>LEAVE:</b>	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 8<sup>th</sup> September 2025 at 10am.**

The selection process will be held in Raploch, Stirling on Tuesday 16<sup>th</sup> September will include a panel interview and a presentation to the selection panel.

For any additional information please e-mail [recruitment@sistemascotland.org.uk](mailto: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 MANAGER (MAJOR GIVING & LEGACY GIVING)**

### **JOB DESCRIPTION**

#### **1. PRINCIPAL AIMS**

- 1.1 To grow income from Major Giving and Legacy Giving, developing the infrastructure and assets required to enable sustainable growth.
- 1.2 Together with the Head of Fundraising and Fundraising Manager (Trusts & Partnerships), to ensure that the fundraising team is well supported, that its priorities are clear and that annual fundraising targets are achieved.
- 1.3 To ensure that across the team excellent relationships are maintained with donors, funders and partners, meeting all communication timelines and ensuring that funders and supporters are kept fully engaged and informed of developments within the organisation.
- 1.4 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.*

- 2.1 Being the major gifts and legacy giving lead for Sistema Scotland, crafting the case for support and ensuring compelling and innovative messages are conveyed consistently by the fundraising team.
- 2.2 Personally managing a portfolio of relationships with major and regular donors and legacy pledgers, aligning with the Fundraising Manager (Trusts & Partnerships) to coordinate support with higher value trusts and foundations, lotteries, and corporates throughout the full fundraising process.
- 2.3 Researching, identifying and cultivating new major donors and building strong ongoing relationships with existing supporters.
- 2.4 Supporting the development and implementation of an effective major donor and legacy fundraising strategy to grow income over time.
- 2.5 Leading on preparing the most complex cases for support, developing innovative and compelling narratives to present Sistema Scotland's work in line with donor priorities.
- 2.6 Managing and developing all elements of the supporter journey, including pipeline development from enquiry generation to final gift, communications, events, promotions and stewardship.
- 2.7 Leading on the development and delivery of excellent legacy communications, delivering marketing campaigns and overseeing administration of all legacy gifts, including stewardship and adding value.
- 2.8 Line managing one of the Fundraising Officers ensuring they are clear on priorities and well supported to deliver on responsibilities.



- 2.9 Managing the fundraising plan to ensure reports to funders are provided according to agreed timescales, and overseeing compliance with other funding terms and conditions.
- 2.10 Liaising with colleagues in the finance team to gather information required for cases for support.
- 2.11 Working closely with the Fundraising Officers and Fundraising Assistant to ensure that Sistema Scotland's fundraising CRM is fully updated and utilised.
- 2.12 Managing a portfolio of projects for the fundraising team as agreed at regular team meetings and representing the team on cross-functional working groups for organisational projects.
- 2.13 Hosting significant funder visits and events to showcase the impact of Sistema Scotland's work.
- 2.14 Providing updates for all colleagues so that all staff and volunteers are aware of the important role they play in supporting the fundraising function.
- 2.15 Adhering to the highest standards of fundraising best practice (implementing appropriate improvements to processes and practices) and ensuring that all activities comply fully with relevant legislation (including data protection).
- 2.16 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 MANAGER (MAJOR GIVING & LEGACY GIVING) 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.
- Proven track record of securing significant (minimum five figure sums) income from a range of sources.
- Experience of successfully managing relationships with major donors, funders and stakeholders.
- Experience of composing complex and compelling proposals, and of delivering successful campaigns.
- Experience of identifying and developing funding opportunities.
- Experience of using Access thankQ or a similar CRM.
- Experience of line management or providing support/direction of colleagues
- Excellent written and verbal communication skills, including presentation skills
- Impeccable attention to detail.
- Excellent relationship management skills.
- Ability to prioritise a busy workload while ensuring targets and deadlines are met.
- Ability to work collaboratively and supportively with colleagues.
- Ability to use initiative and work independently, managing a portfolio of work effectively.
- Ability to assimilate and convey complex information and communicate this clearly and concisely in compelling and persuasive applications and reports.
- Excellent IT skills, including Word, Excel and database management.
- Strong inter-personal skills with the ability to mix appropriately with a wide range of people.
- Aptitude for project management and delegation.
- 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:

- Membership of the Institute of Fundraising.
- Experience of using social media to support funding relationships and generate funding.
- A passion for music.