

## Role profile Face to Face Fundraiser

<b>Job title:</b>	Face to face fundraiser
<b>Location:</b>	Scottish Seabird Centre, The Harbour, North Berwick
<b>Reports to:</b>	Chief Operating Officer
<b>Term:</b>	3-month fixed term contract, with potential to extend.
<b>Working pattern:</b>	Part time, flexible hours – working pattern to be agreed. We are looking for our fundraisers to be available during our opening hours, evening work will also be required when events are taking place.
<b>Wage:</b>	£25,155 pro-rata base salary, with supplementation through a minor reward scheme

### Background

The Scottish Seabird Centre is a conservation and education charity whose purpose is *“Inspiring and educating people about the Scottish marine environment, motivating them to care for it, and supporting conservation”*.

Scotland is famous for its globally important seabird populations. But they are under threat. Populations have plummeted, and urgent action is needed to save our seabirds. The Scottish Seabird Centre delivers vital conservation action – and what we do works. Our Puffin SOS project has quadrupled the number of puffins on Craighleith in the Firth of Forth, and we also manage other islands for seabirds in the area, including Bass Rock.

Based in North Berwick, East Lothian we overlook the beautiful and internationally important Firth of Forth. We are a gateway to nature, introducing over 175,000 people every year to

Scotland's special marine environment and inspiring a love of nature. We also take this message to schools, engaging and inspiring thousands of children every year to love nature.

We have four key pillars to our work:

- **Conservation** we develop, undertake, and promote models of conservation best practice and citizen science. We manage seabird islands
- **Education** we deliver education programmes, science resources and events and use innovative ways to provide information on the marine environment.
- **Communities** we work in partnership with diverse communities including enhancing the experience for visitors to North Berwick.
- **Experience** we offer a year-round visitor experience that helps people to make informed choices about the management of the marine environment.

### **Job description**

As a face-to-face fundraiser for the Scottish Seabird Centre, you will play a critical role as an ambassador for the charity, engaging visitors to the Centre and inspiring them to join as a member, raising vital funds for our charitable work.

### **Principal duties**

We are looking for enthusiastic, self-motivated people who enjoy a busy work environment. You will need to be happy working to targets, enjoy conversing with others and working as part of a team. Key duties include:

- Engage visitors in and around the centre, inspiring them about our work and supporting the wider team to ensure positive experiences for all
- Sign up new members for the charity
- Capture member data accurately and comply with GDPR and data protection guidelines
- Assist the wider Scottish Seabird Centre team as required.
- Work safely, observing all Health & Safety policies and procedures.

### **Essential skills and experience**

- An engaging and confident communicator
- A passion for Scotland's marine environment and seabirds – we will provide opportunities to build your knowledge as part of your induction and training.
- Comfortable working independently

### **Desirable skills and experience**

- Experience in customer facing roles

## Our values

Our values underpin everything we do. We take pride in bringing these to life in all that we do. We are:

- PASSIONATE about Scotland's coastal and marine environment.
- INSPIRE others to explore and care for Scotland's coastal and marine environment.
- INNOVATE with the approaches we use to engage with people.
- COLLABORATE with local and national partners to convey the importance of Scotland's marine environment.
- INFORMED about the current health of Scotland's marine wildlife and habitats and the actions required to protect it.
- TRUSTWORTHY providing reliable information and acting with integrity and without bias.

**Training:** Through our induction programme you will have the opportunity to learn about the Charity and to experience some of the amazing work we do.

**Performance:** You will be measured against clearly defined measurable and challenging goals.

**Location:** The Scottish Seabird Centre in North Berwick. You might be asked to join other team members at events; transport will be provided in such cases.

### **Benefits:**

- You will be working for a successful conservation and education charity in a stunning location.
- Pension is available.
- We have training and development opportunities for everyone.
- 20% discount in the charity's Gift Shop and Seabird Café.
- 10% discount on the Scottish Seabird Centre boat trips.
- Free entry to the Discovery Experience, for you and family members (restrictions on numbers apply).
- Free access to a range of Scottish visitor attractions with an Association of Scottish Visitor Attractions card.

**Applications:** Tell us why you are keen to work with us - and when you are available - in a short cover letter of no more than one side of A4 and attach your CV. Please send both to [info@seabird.org](mailto:info@seabird.org).

**Closing date and Interviews:** Applications for this role will be closed 12:00 21<sup>st</sup> April 2025 and interviews are likely to take place the week commencing 28<sup>th</sup> April 2025.

We look forward to hearing from you!