



TRUSTS AND GRANTS FUNDRAISING POST

Role Description/Person Specification

Contract:	£20 per hour (15 – 20 hours per week by agreement)
Duration:	Fixed term for one year with a potential for extension depending on success and funding
Contract Type:	Self-employed
Responsible to:	SDS Head of Policy
Deadline:	12pm, Friday 26 September 2025
Interviews:	Wednesday 8 October 2025 (Time TBC)

Overview

Scottish Disability Sport (SDS) is the Scottish governing body for disability sport. We lead inclusive sport in Scotland for participants and athletes with physical, sensory or learning disabilities, to ensure any person with a disability can participate in sport and physical activity, no matter their ability, geography or age.

Scottish Disability Sport (SDS) is seeking to engage a new Trusts and Grants Fundraising position to assist in implementing an ambitious and exciting strategy for the organisation. The aim of the post would be to increase voluntary income, diversify funding sources, and support long-term financial sustainability.

Evidence from across the UK charity sector clearly shows that investment in fundraising leads to a strong return, with an average of £3–£10 generated for every £1 spent on professional fundraising. This role will enable SDS to grow its impact, strengthen donor relationships, and reduce reliance on short-term or restricted funding streams.

The organisation is based at Forthstone Office at 56 South Gyle Crescent in Edinburgh, EH12 9EB and the post-holder would be welcome to work from the office but home-working is also acceptable.

Key Outcomes

- To grow SDS's trust, grant and philanthropy income (against agreed annual targets) through researching and identifying funding opportunities from charitable trusts, foundations and statutory funders.
- To create engaging and compelling storytelling for funding applications and partnership updates, that convey the case for support for SDS's work.

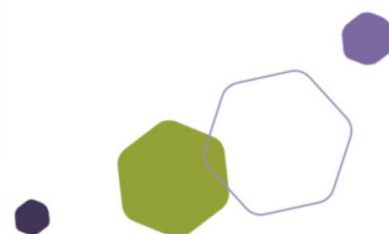




Scottish Disability Sport

Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities.

- To provide excellent stewardship to a range of funders, developing supporter journeys that build and nurture relationships and their connection to SDS's work.
- To acknowledge and receipt any funds received, while recording funder engagement on pipeline, the SDS JustGo CRM and Sharepoint systems to ensure strong and appropriate partnerships.
- To produce multiple applications to strict timescales and exhibit autonomy over workload, target and funding responsibilities.
- To conduct interviews, produce copywriting, and source relevant imagery for funding applications and partnership updates.
- To participate in an agreed amount of appropriate planning meetings, sharing and developing both ideas and solutions.
- To comply with Fundraising Code of Practice and Data Protection laws.
- To work with colleagues across the organisation to maintain all fundraising processes, procedures, and systems.
- To regularly update on variances in predicted income to the Head of Policy and Fundraising Board Director.
- To ensure all funding bodies are engaged with and thanked in a timely manner.
- Any other reasonable tasks requested by CEO or Head of Policy.

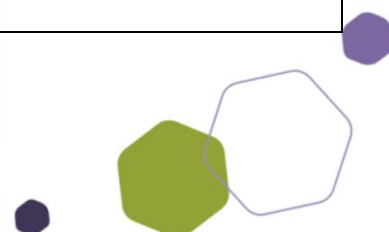




Person Specification – Scottish Disability Sport

Trusts and Grants Fundraiser

Factor	Qualifications/ Experience/ Skills Required
Qualifications and attainments	No mandatory qualifications required A qualification in Fundraising or Communications is desirable.
Work and other experiences (in employed or voluntary capacity)	At least 1 to 2 years' experience of working in a Trusts, Communications or equivalent role Proven track record of being part of fundraising success Proficiency in use of Microsoft Office/365, particularly Word, Excel, Teams and PowerPoint Knowledge of office systems, procedures and equipment Experience of other Microsoft applications Experience of working with cloud-based data systems and CRM systems
Skills	Enthusiasm to engage and build relationships with new and loyal funders. Ability to tailor communication for a variety of audiences. Excellent verbal communication and proven copywriting abilities with strong attention to detail. Ability to work collaboratively with internal stakeholders and work on cross-departmental initiatives. Excellent planning skills and an ability to identify and maximise opportunities. Ability to network and create good working relationships with people and organisations at all levels. Effective time management and prioritization skills with an ability to solve problems Keen to learn, strive for continuous improvement and make a difference Ability to successfully network with various stakeholders Ability to work independently and on own initiative





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	<p>A good understanding of the Chartered Institute of Fundraising Codes of Practice and GDPR.</p> <p>Experience of WordPress and uploading content to websites is desirable</p>
Personal qualities	<p>Well organised, self-motivated, flexible and adaptable</p>

