

Fundraising & Admin Assistant (Permanent, 14 hours per week)



About the Role:

Following a review of our fundraising activity we are advertising this new role which will provide support to our charitable giving programmes and wider administrative functions. The primary purpose of this role is to streamline the way we engage with the wonderful network of donors, volunteers and supporters who are such a vital pillar of the Aban community.

NB please also look at our other current vacancy for an eCommerce Lead. These two roles may be combined into a single full-time role. It is also possible to combine this role with work as an Outdoor Leader for Aban (see further details below).

Starting salary: Pro rata 0.4 based on a full-time gross salary of £24,479 + 3% employer pension contribution

Benefits:

- 0.4 of a full-time allowance of 35 days annual leave
- 0.4 of a £500/year training allowance
- modern family friendly working environment including enhanced maternity, parental leave & paid sick leave
- flexible working around any caring responsibilities, including school hours
- subsidised gym membership

We were recently awarded a Highland Employer Charter Gold Award, and we are a Disability Confident employer. Our beautiful office is located in the historic Merkinch Welfare Hall. We have a kitchen, showers and changing facilities, free car parking and secure indoor bike parking. We think it's an amazing place to work!

Key Attributes:

We hire mostly based on your attitude, work ethos and future potential, but you can see the full list of key attributes below. Full training is provided for both roles. Our success is built on the strength of our team and the quality of our people. These roles are an ideal way to build your career in an exciting organisation which genuinely cares. So if you feel like you might not quite fulfil the criteria, that could just be a sign of healthy self-awareness! We would encourage you to apply or get in touch with us for a friendly conversation to learn more.



- Passion for connecting supporters with our cause
- Confident learning a range of IT tools incl. social media channels, 'Beacon' CRM, 'Let's Do This' registration platform, Microsoft 365 suite
- Attention to detail and high level of accuracy
- Strong verbal and written communication skills

Preferred:

- Experience of fundraising, social media marketing, event fundraising or office administration

Key responsibilities:

- Build strong individual relationships connecting our supporters to our cause
- Help to create great quality comms output across socials, web, newsletters and print media channels.
- Use the Beacon CRM platform to build and maintain personal relationships with our generous network of individual donors
- Use the Lets Do This registration platform to support all our sponsored runners and cyclists in local challenge events such as the Loch Ness Marathon, Inverness Half Marathon and Etape Loch Ness
- Help us to develop a distinctive and impactful Giving Circle programme
- Help us to diversify our fundraising across Highland business and community networks.
- Work with our Finance Officer to streamline donations and Gift Aid
- Provide general office & admin support to the senior leadership team & Outdoor Programme Leaders.

Special features of the role:

Although this role does not involve routine contact with children, working for our youth charity is classed as protected work under the terms of the Protection of Vulnerable Groups (Scotland) Act 2007. This position is therefore subject to our rigorous safer recruitment policy. This will include PVG checks, detailed background checks and follow-ups on all references.

As mentioned above, it is also possible to combine this role with work as an Outdoor Leader for Àban. All our Outdoor Leaders must work in line with our Adventurous Learning ethos and need to hold (or be working towards) a range of core outdoor leadership qualifications such as:

2-day Outdoor Emergency First Aid
Summer Mountain Leader
Rock Climbing Instructor
Mountain Bike Level 2 Coach
Paddlesport Leader

Application Process:

In the first instance, we are very open to an informal meeting or phone call if you want to discuss the role. Please email our Chief Officer on johannes@aban.scot or call 01463 718989. If you'd like to come and look round our offices you would be very welcome.

To apply, please complete our simple online application form which can be found on our website. The deadline for applications is **12:00 (Midday) on Monday 9th November**

All applicants will receive a response by **Thursday 12th November**

In-person interviews will take place in Inverness on **Thursday 26th November**

Start date: Ideally **Tuesday 5th January 2027**. A new job to start the new year!

