



| Caithness  
Consulting

Executive Search by Professionals, for Professionals  
**Our Experience Makes the Difference**



Engaged by our client to recruit a  
**Trusts and Partnerships Manager**

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**Candidate Information Brief**

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# About our Client

## Perth Autism Support

Perth Autism Support was founded in 2011 to address the gaps in support for autistic children, young people and their families across Perth & Kinross.

In 2024, we have over 1200 families registered for services and support children, young people and families through the following service areas:

- Children's Services
- Transitions Services  
(encompassing three project areas - Engage, Enterprise and Employability)
- Family and Education Services  
(including our Early Years project and Autistic Adults Peer Support)

We are governed by a Board of Trustees (8) and we have a staff team of 30.

We are based in our centre in Perth City but work across the whole of the Perth & Kinross region.

For more information, visit  
[www.perthautismsupport.org.uk](http://www.perthautismsupport.org.uk)

## Role Purpose:

We are looking for a highly motivated fundraising manager to join our organisation as Trusts and Partnerships Manager. In this role, you will be central to the successful development and delivery of ambitious fundraising strategy, using operational and financial planning skills to implement a successful portfolio for giving.

Working with a mixed audience of Trusts and Corporates, you will lead on delivering first-class supporter experiences through the creation of an innovative and engaging portfolio.

You will work with the Chief Executive to create the infrastructure required for Trusts and Partnerships to thrive, developing, and managing existing relationships, whilst building new opportunities. As Trusts and Partnerships Manager, you will be an inspiring leader and play a vital role in driving a step change in high value fundraising, securing multiyear funding, and establishing meaningful relationships in this area.

You will be an ambassador for Perth Autism Support, building relationships across the community to further our vision to support autistic children and young people to reach their full potential.



# Key Responsibilities

## Leadership and Management

- Plan, manage and deliver the Trusts and Partnerships strategy, and associated plans and budgets, to meet or exceed targets
- Provide regular financial reporting and budget reforecasting
- Successfully lead on the development and delivery of Trusts and Partnerships fundraising
- Use audience insight and evaluation to identify opportunities and maximise existing activity, in line with current trends and best practice
- Lead on development and implementation of fundraising policies to ensure compliance to all fundraising regulations and best working practice

## Trust and Partnership Fundraising

- Lead on the development and delivery of a portfolio of giving
- Manage portfolio of existing relationships across a range of areas
- Monitor outcomes and deliver on reporting requirements
- Create cases of support that are attractive and inspiring to funders
- Work across the service areas to identify funding opportunities
- Lead on the development of a range of fundraising assets and materials that will inspire and inform
- Attend appropriate events and networking opportunities to build relationships and raise funds and awareness of Perth Autism Support

## Supporter Care

- Lead on design and delivery of high-level supporter care, ensuring first class stewardship to maintain and build long term relationships
- Ensure all systems are updated
- Develop and share supporter stories to raise awareness, build relationships and generate fundraising

## Marketing

- Develop Talks Programme to be delivered across Perth & Kinross to increase awareness, build relationships and generate fundraising
- Work with teams across the organisation to develop stories of impact
- Lead on the development of fundraising materials
- Lead on the Staff Communication Group - focussed on developing digital content
- Generate content for fundraising for digital platforms



# Essential Skills and Experience

- Practical, demonstrable experience within a Trusts and/or Partnerships fundraising role.
- Experience of managing a fundraising portfolio
- Experience of meeting or exceeding targets
- Knowledge of the Scottish Charity Sector and funding landscape
- Evidence of ability to secure funds, develop and maintain partnerships and grow income
- Excellent written communication skills
- Strong interpersonal skills
- Excellent research skills to be able to identify funding and partner prospects
- Strong project management and organisational skills
- Experience of monitoring budgets with ability to understand financial information presented
- Evidence of experience in evaluation and reporting methods
- Experience of digital marketing for fundraising
- Understanding of how to use data to drive decision making

# Essential Competencies

- Understanding and commitment to the cause of Perth Autism Support
- Understanding and commitment to the Code of Fundraising Practices
- Ability to work autonomously and be a confident decision maker
- Open and skilled communicator, with ability to provide first class stewardship to develop and maintain relationships both internally and externally
- Ability to manage a busy workload, demonstrating a solution focussed approach with good planning skills

Driving licence and use of car would be advantageous.





# Dear prospective applicant

Thank you for your interest in the Trusts and Partnerships Manager at Perth Autism Support.

We're looking for a Trusts and Partnerships Manager who shares our values and can drive forward our income generation strategy, working collaboratively with funders, corporate partners, key stakeholders and the team in delivering our mission.

Founded in 2011, Perth Autism Support has grown year on year to become one of the largest charitable organisations in Perth & Kinross, providing essential person led, strengths-based support to over 1200 autistic children, young people and families across the region.

Not only do we take our role as the only autism specialist service for children in Perth & Kinross seriously, but we are fully invested in our team and the part that each of them plays in our success.

As a value led organisation, we work with compassion, honesty and collaboration and these values will be integral in the way that the successful candidate approaches their role.

We are passionate about making a change, ensuring that every young person fulfils their potential in life, and we are looking for someone who feels the same.

The role of Trusts and Partnerships Manager is an exciting and varied one with lots of potential to have a real mix of desk-based research and developing applications and cases for support, to getting out into our community and bringing the words on the paper to life, through networking, partnerships and building relationships.



As the founder and Chief Executive of the organisation, I am keen to find the right person to join our team to help us move into the next phase of our development, focussing on diversifying income to allow us to continue to provide the breadth of quality services to our families, we have some exciting plans for the next 5 years and we would love to see if you would like to be a part of it.

I am keen that the recruitment process is accessible as possible and that candidates have the opportunity to find out if we are right for them - as much as we want to know if you are right for us!

Recruitment is a two-way process and for us, we want all our prospective candidates to be partners with us in the journey!

If you think you have the skills we are looking for, I would love to chat!

**Angie Ferguson**  
Chief Executive

Supporting Autistic  
Children and Young  
People to reach their  
full potential.



# Remuneration Package & Benefits

## Flexible working:

Full time from office or a combination of home working and office working to be agreed with line manager

## Compensation:

£32k - £40k, depending upon skills and experience.

## Terms:

Permanent role. This can be a full time 35 hours per week or a 4-day with pro rata salary.

## Benefits:

- Workplace Pension
- 28 days annual leave (including Christmas/New Year closedown), with additional days for continuous service
- 1 extra annual leave day on employee's birthday if this falls on a usual working day
- 1 extra annual leave day if the employee has a child/young person starting nursery/Primary 1/S1
- Staff Health and Wellbeing Programme
- Extensive learning and development opportunities including support to achieve SVQ3 qualification

## Accessibility:

We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustments we can make to ensure you can fully participate.

For example, this may include support to complete forms, extra time for an interview, access to this information in different formats, or information sheets detailing the interview/assessment process and general housekeeping.

We are a Disability Confident Leader organisation.

This means that a disabled person who meets the essential criteria for this vacancy will be offered an interview. If you would like your application to be considered under the Disability Confident scheme, then please include in your email/written application - 'My application should be considered under the Disability Confident scheme.' NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, we may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, we will select the disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.







# Eilish McDowell

Will be the Consultant who will lead on this role

## Contact details

☎ Phone: +44 (0)7720 249200

✉ E-mail: [eilish@caithnessconsulting.co.uk](mailto:eilish@caithnessconsulting.co.uk)

## How to Apply

Caithness Consulting has been appointed by Perth Autism Support to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time

Alternatively, please submit a copy of your CV to Eilish along with a one or two page covering letter outlining why you believe you are a good fit for this role.

We will review your details and respond as soon as we can.

Closing Date: Tuesday 20th August.

Interview Date: Tuesday 27th August.

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. [www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)







Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



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