

Job Description

Fundraising and Communications Manager

Job title:	Fundraising and Communications Manager
Location:	Perth, Scotland. Hybrid role combining home-working with time at our office at WASPS Creative Exchange, Stormont Street, Perth, and travel for team, funder, partnership and worker meetings.
Salary:	£42,000 - £48,000 per year, depending on experience
Hours:	Full-time, 35 hours per week
Contract:	Permanent
Reporting to:	Executive Director
Direct report:	Senior Communications and Movement Building Officer
Benefits:	28 days holiday per year plus bank holidays, rising to 30 days after 2 years; flexible working options; training and development opportunities; enhanced pension contribution; and employee-centred counselling support.
Contact:	Please contact recruitment@workersupportcentre.org.uk with any questions.

About the Worker Support Centre

The Worker Support Centre (WSC) is a Scottish charity working in partnership with migrant workers at risk of exploitation across Scotland to secure their rights, challenge labour exploitation, build collective power, and drive lasting law and policy change. We are an evidence-led, worker-driven organisation with strong governance and a growing track record of policy impact. We're building a movement of people who welcome all workers, working towards a world where we are all safe, valued and respected at work — no matter our job or nationality.

WSC operates a worker-driven structure that places migrant workers at the centre of our governance and decision-making. We deliver casework alongside worker-led organising and policy advocacy, supporting migrant workers in seasonal agriculture and social care to meet basic needs and to understand and exercise their rights, including through our Worker Power programme, which builds solidarity between workers and within communities.

About the role

This is a new, senior role bringing together fundraising and communications leadership at WSC. The Fundraising and Communications Manager will lead the strategic direction for both functions, with a particular emphasis on hands-on delivery of fundraising activity — building relationships with trusts, corporate partners and individual donors, and securing the income that underpins WSC's growth.

On the communications side, the postholder will set strategy, editorial direction and quality standards, working closely with and line managing the Senior Communications and Movement Building Officer, who leads day-to-day content and campaign delivery. This is a role for someone who can operate strategically with the Executive Director and Board while remaining close to the detail of funding applications, donor relationships and income targets.

Key Responsibilities

Strategic Leadership

- Lead the development and delivery of an integrated Fundraising and Communications strategy that grows WSC's income and public profile in support of organisational goals.
- Advise the Executive Director and Board of Trustees on income generation, funding risk, and public positioning.
- Own annual fundraising and communications targets, budgets and KPIs, reporting regularly on progress.
- Work collaboratively with the team on both fundraising and communications work.

Fundraising (primary delivery focus)

- Lead on identifying, cultivating and securing funding from trusts, foundations, corporate partners and grant-making bodies, with hands-on responsibility for research, applications and relationship management.
- Develop diversified income streams, including individual giving, community fundraising and philanthropic support.
- Write and submit compelling funding proposals and grant applications, working closely with the Executive Director and programme colleagues to develop a strong case for support and evidence impact.
- Build and maintain funder relationships, including stewardship, reporting deadlines and site visits.
- Maintain the funder pipeline, income tracking and forecasting, and provide regular financial reporting to the Executive Director.
- Ensure fundraising activity complies with charity governance, fundraising regulation and data protection requirements.

Communications (strategic oversight and delegated delivery)

- Set the strategic direction for WSC's communications, ensuring it amplifies the voices of migrant workers and supports movement-building, policy influence and fundraising goals.
- Develop streams of work specifically targeting Scottish Government pledges on areas including fair work, human trafficking, migrant integration, housing and poverty, working with policy colleagues to shape public messaging.
- Provide direction, editorial oversight and quality assurance for content produced by the Senior Communications and Movement Building Officer, including the website, social media, press, newsletters and campaign materials.
- Act as WSC's senior media contact, and through the Senior Communications and Movement Building Officer ensure appropriate relationships are built with journalists to

secure profile-raising opportunities on migrant worker rights, fair work and labour exploitation.

- Ensure consistent brand, tone of voice and values-led, worker-centred storytelling across all communications channels.
- Oversee communications that support fundraising campaigns, donor communications and public engagement.

Line Management

- Line manage the Senior Communications and Movement Building Officer, including regular supervision, goal-setting and professional development.
- Support the Senior Communications and Movement Building Officer to deliver day-to-day content, campaigns and movement-building communications activity in line with agreed strategy.
- Manage freelancers, agencies or consultants (for example design, digital or PR support) as required.

Governance & Reporting

- Ensure compliance with fundraising, charity, data protection (GDPR) and safeguarding legislation across fundraising and communications activity.
- Maintain accurate fundraising and communications databases (CRM, Mailchimp and similar) and provide regular reporting and analysis to the Executive Director and Board.
- Support the Executive Director and Board in reporting income and impact to funders, trustees and other stakeholders.
- Participate in the WSC Senior Management Team, helping review alignment of WSC's work with strategic vision.

Participation & Values

- Champion WSC's worker-driven governance model, ensuring workers' voices lead our fundraising and communications narratives.
- Collaborate with policy, casework and operations colleagues to align fundraising, communications and organisational priorities.
- Co-produce fundraising and communications outputs with workers, prioritising their voices, interests and concerns.
- Actively contribute to a values-led, inclusive and collaborative working culture.

Person Specification

Knowledge, skills and experience	Essential	Desirable
Significant experience in fundraising, with a demonstrable track record of securing income from trusts, corporate partners and/or individual donors	✓	

Experience developing and delivering fundraising and communications strategies	✓	
Experience writing successful funding proposals, grant applications and funder reports	✓	
Strong track record in communications, with experience overseeing brand, messaging and multi-channel content	✓	
Experience managing staff	✓	
Excellent written and verbal communication skills, with the ability to tailor messaging to different audiences	✓	
Experience of budget setting, monitoring and income forecasting	✓	
Understanding of charity governance, fundraising regulation and data protection (GDPR)	✓	
Experience using a CRM or donor database and digital communications tools (e.g. Mailchimp)	✓	
Knowledge of, or strong demonstrated interest in, labour rights, migrant rights and/or human rights issues	✓	
Knowledge of accessible and inclusive communications, and values-led, ethical storytelling	✓	
Strong project management and organisational skills, with the ability to manage multiple priorities	✓	
Experience of media relations and press office activity	✓	
Direct experience of migrant worker rights, labour exploitation or related sectors		✓
Experience managing external agencies, freelancers or consultants		✓
Media trained		✓
Membership of the Chartered Institute of Fundraising		✓
Lived experience of precarious work and/or the immigration system		✓

Experience of working directly with migrant workers		✓
Intermediate level or above of languages spoken by workers WSC partners with, e.g. Russian, Filipino.		✓

Qualifications

- Advanced level degree or equivalent professional experience in Fundraising, Communications, Marketing, or a related field (essential).

How to Apply

Please send your CV and a covering letter telling us what appeals to you about this role and what makes you a strong candidate (no longer than one side of A4) to recruitment@workersupportcentre.org.uk.

We are an equal opportunities employer. We welcome all candidates to apply, regardless of age, sex, gender, disability, race, religion, sexual orientation, marital status or pregnancy/maternity, and encourage applications from people with lived experience of the issues on which we work. If you require reasonable adjustment/s to any part of the selection process or have any requests for support, please contact us to discuss further. *Please note WSC is not a sponsor licence holder and is unable to sponsor visa applications.*