

SCOTTISH SPCA

RECRUITMENT PACK

Information for Candidates



SCOTTISH SPCA
Scotland's Animal Welfare Charity



Hello from Tash, the Head of Fundraising

Thank you so much for considering joining the Scottish SPCA. If you want to help ensure that Scotland is the best place for animals to live in the world then we'd love to receive your application!

The Scottish SPCA is Scotland's largest animal welfare charity, and we've achieved so much in our 183-year history to protect, and champion animals, and the people who care for them, nationwide. We are incredibly excited to be investing in our people to enable us to do even more, and to respond to the changing needs of animals in 2022 from habitat loss, climate change, poverty and lack of education. We plan to be in every community making sure people have access to the information, and support to keep people with companion animals for longer, ensure the best welfare standards for farmed animals, and to be there for Scotland's wild animals when they need us.

Like you, I was in the similar position of considering a role at the Scottish SPCA just three months ago, and I've been in the very fortunate position to join an ambitious, forward-thinking organisation who is passionate about investing in, and growing our fundraising team all with a view to growing income by 20% over the next decade.

To do this we know we need to create and deliver the best supporter experience, diversify opportunities to support us and create fantastic points of engagement for our members, and legacy supporters who currently make up nearly two thirds of our income.

Are you ready for your next challenge? **Join us and help us be there for animals, always.**





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What you should know about the Scottish SPCA

Our Values



Committed



Compassionate



Collaborative



Adaptable



Professional



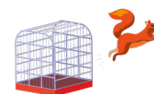
Expert

As Scotland's largest animal welfare charity we've been on-hand to protect animals and prevent cruelty for 180 years. Our vision is that every animal has a good life, and that every person embraces the joy and value animals add to our lives recognising they have feelings and needs which should be met.

To do this we...



Educate people of all ages about the welfare of animals



Care for, rescue, rehabilitation, rehome and release over 5,000 animals every year



Campaign, and influence legislative changes that can help improve lives for all of Scotland's animals
Bring those who abuse animals to justice through enforcing the Animal Health and Welfare (Scotland) Act 2006



Champion animal welfare and encourage respect and kindness for animals across all our communities



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Our Year in Numbers 2021



154,470
calls to
our animal
helpline



87,742
reports of
animals
in need
responded to



3,101
animals
cared
for and
rehomed



2,769
animals
rehabilitated
at the National
Wildlife Rescue
Centre



24,037
hours given
by our
volunteers

This month, we've launched our new 10-year vision which highlights the unprecedented economic, social and environmental pressures affected animals, and people. The time is now for the Scottish SPCA. Growing our income, and becoming a more sustainable charity will allow us to deliver the services that people, and animals need now, and in the future.

Watch our 10 Year Strategy video here: www.scottishspca.org/forallanimals

Key information

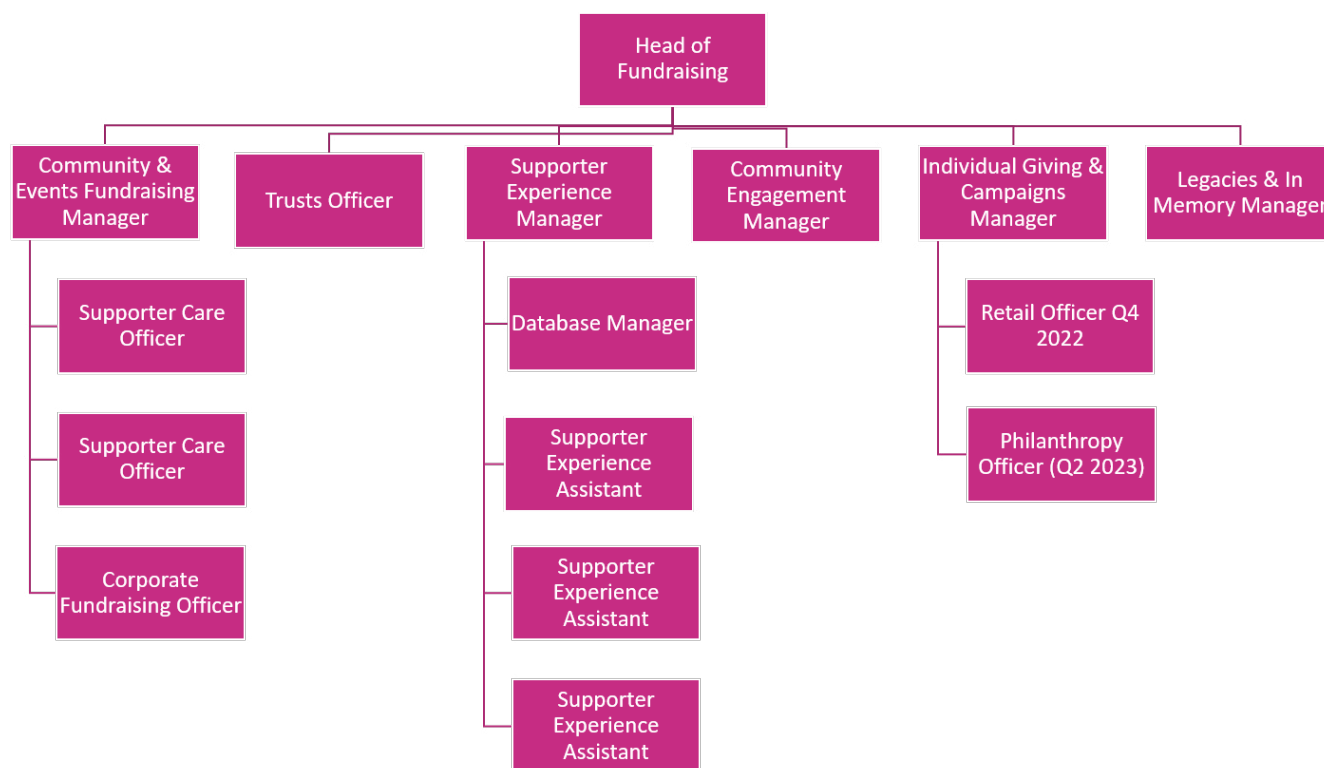
- Annual Review (2021)
www.scottishspca.org/annual-review-2021
- 10 Year Strategy
www.scottishspca.org/forallanimals





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Our Team



What is it like to work at the Scottish SPCA?

Hello I'm Sharon and I have to honestly say I have been truly blessed to have worked and been part of the Scottish SPCA for over 49 years. Up until 2020 I worked very much hands on leading our animal rescue and rehoming centres, and our national wildlife centre within the Society. I have had the honour to be a voice for all types of animals: domestic, farm and wild helping them to be rehabilitated, find new homes, or be released into their natural habitat.

In 2020 I was given the opportunity to try something different but still within my beloved Society. I moved into the Fundraising Team where I now work as the Community Engagement Manager. I am ashamed to say I really didn't know how hard it was to bring in income, and deliver other departments expectations - I quickly found out!!

During COVID I've been working closely with our members and supporters and have been very humbled by the goodness and generosity of the Scottish public. My role allows me to be front and centre in my hopes for the future - bringing local communities closer to animal welfare issues and spreading the word about how much we do for both animals and people, and how they can support us. It's been so exciting being part of a great team and I can't wait to see what we can achieve together in the future.



Sharon Comrie, Community Engagement Manager

Before joining the Scottish SPCA I had worked largely within the hospitality industry and then as a Customer Sales Advisor at Sky. At Sky I was given the opportunity to work briefly with Age UK which prompted my interest in the charity sector and led me to apply for a Supporter Care position at the SSPCA. Just recently I was successful for an internal promotion to Corporate Partnerships Officer and I'm keen to create a journey for our corporate supporters that shows them who we are, and what we value. It will be so exciting to develop relationships with companies who can invest in our new 10-year vision.

Joining the Society was one of the most refreshing inductions I've ever experienced. I was quickly introduced to our lovely fundraising team and included in all meetings, despite working remotely, and was even able to get a day out with one of our inspectors to get a feel for the important work our operational teams do. It felt, and still feels, like a time of change for the Scottish SPCA as the fundraising team finds our feet in this post-covid world. Working here gives me a sense of reward and satisfaction. We get to hear stories shared by colleagues of tricky rescues (including from an oil rig!) or long term rehabilitation of animals who wouldn't survive without us and it's amazing knowing that the funds we raise make that possible.

I enjoy the culture at the Society. Senior staff always have the time to chat and the whole team feels like a tight knit unit whom I've gotten to know in my 6 months here. I'm never worried about speaking up during meetings or approaching my line manager. The welcoming atmosphere and developing ways of working meant not question was too silly and every process or plan was open for suggestions.



Holly Roxburgh, Corporate Partnerships Officer



Benefits to working at the Scottish SPCA

Salary

Our salaries are designed to be competitive recognising the skills and expertise that we very much hope you will bring to driving forward our vision, and mission! All of our vacancies are advertised transparently with the relevant salary scale displayed so you can make an informed decision about whether you are able to join us.

Annual Leave & Benefits

The Scottish SPCA's holiday entitlement is 32 days including public holidays. Holiday entitlement will increase with length of service over a period of 5 years to 37 days per annum. Further one day per year increases are made after 10 and 15 years' service.

Pension & Life Assurance

The Scottish SPCA has an auto-enrolled contributory pension scheme. Contributions are set at the statutory minimal levels in line with government requirements. Contributions will increase over time with statutory minimum requirements.

We also provide free term life assurance effective from joining the Society equating to four times their final salary.

Wellbeing and Balance

We understand the importance of a work/life balance and as such flexible working arrangements are available for everyone in the organisation. All employees are welcome to put flexible working requests in including condensing days.

Useful Policies

We know it can be daunting to join a new organisation where everything is 'unknown'. We are keen to provide reassurance as needed to prospective employees. As such if you would like to view our policies on any elements of working life that may be relevant to you, (for example Flexible Working, Probation, Maternity Leave, Parental Leave, Menopause etc.) please just email our friendly HR team at hr@scottishspca.org

Supporter Experience Manager

YOUR NEW JOB DESCRIPTION: www.scottishspca.org/experience-manager-pack

This is a really exciting opportunity to plan and lead the implementation of excellent supporter experiences across the Scottish SPCA. With over 50,000 active supporters– there is a lot of love, recognition, and value to be shared! As we invest in our future we want to know more about what our donors care about, how they feel about our work, and how we can give them the best experience giving to the Society – whichever way they choose to do so.

You'll be leading a team of 4 including our Database Manager, and Supporter Experience Assistants who are incredibly committed, passionate and knowledgeable about the Society, and eager to share this with our supporters!

This role will be for you if you:

- Have a curious mind and get a kick out of making people feel loved, and valued
- Making things better excites you!
- Like both people and processes and are able to work collaboratively across departments, with donors and with team mates to get the results we need.
- Are passionate about data insights and the role that it can play in Supporter Experience





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Legacies & In Memory Manager

YOUR NEW JOB DESCRIPTION: www.scottishspca.org/memory-manager-pack

The Scottish SPCA receives over £7 million annually from legacies – a truly inspirational figure that demonstrates the amazing love, trust and loyalty that people across Scotland have for us, and the work that we do. This role is a fantastic opportunity to be able to help support us to take our journey to the next level ensuring a great experience of legacy pledgers, inspiring more people to give a gift-in-will, and creating a brand new in-memory journey and products for those who want to give in memory of both a loved one, and a loved pet. There is endless opportunities with this role to be able to create truly special memories for our donors that will last a lifetime.

This role will be for you if you:

- Understand the honour and privilege of being the recipient of a legacy or in-memory gift from a donor
- Passionate about legacies and the transformational impact they can have on the work of the Scottish SPCA
- Have expert knowledge of the legacy life-cycle from marketing to stewardship.
- Are excited about making something your own and creating brand new in memory products with us designed to help people grieve for their loved one, or loved companion animal.



Individual Giving & Campaigns Manager

YOUR NEW JOB DESCRIPTION: www.scottishspca.org/campaign-manager-pack

The Scottish SPCA has some of the most loyal supporters. 48,000 active members - 9 of whom are over 100 years old! We know our supporters are hungry for more ways to support us, and to hear about the impact of their gifts on our vital work. We also know that ways of giving are changing in younger generations and we'd love to diversify enabling us to have a product for everyone. We know that Scotland is a nation of animal lovers - and we'd love to bring them all on board to support us as we seek to make Scotland the best place for animals to live in the world.

This role will be for you if you:

- Know you can inspire thousands of Scots to become Animal Champions and help us respond to the changing needs of animals.
- Are creative, and excited about developing new products that can help us reach new audiences.
- Have strong attention to detail and understand how to communicate clearly ensuring our supporters get the most powerful campaigns through their doors, on the phone, online, on TV, radio and digital billboards or via email.
- Are passionate about helping translate the impact of our work to our supporters encouraging them to stay supporting the Scottish SPCA for longer.



I want to apply – what are the next steps?

Contact Alan Surgeon on alan@awscharityjobs.com for a chat about any of these posts. All chats will be confidential and suitable applicants will be invited to apply via the Send Application link on the microsite.

The closing date for these applications is **13th of June**.

What does the Selection Process look like?

Each role will have a two-stage interview process:

Interview 1 – Presentation & Interview

Interview 1 Dates – **20th, 21st or 24th of June**

This interview will usually last for around an hour and a half and can take place face-to-face at our Head Office in Dunfermline or virtually as is your preference.

You will be asked to give a short presentation or around 10-15 minutes on the topic: 'What would the first 6 months in this role look like for you?' following by an interview and the opportunity of course, to ask your own questions about working for the Scottish SPCA.

Interview 2 - Meet the team and further Q&A

Interview 2 Dates – **27th or 28th of June**

It is important at the Scottish SPCA that the rest of the fundraising team get the opportunity to be involved in our recruitment process and they will ask a series of questions of candidates who have been brought through to the second stage. Of course, we would really encourage you also to consider any questions you might want to ask them about their own experience working at the Society!

The panel will then meet you again to ask any final questions that they might have before making a decision. We know that interviews are stressful, and subject to other candidates' schedules, we hope to let you know the outcome as soon as possible. If you are not the successful candidate our Head of Fundraising will provide full feedback to you to hopefully help you secure your dream role in the future!



**Join us and help
give every animal a
good life**



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