

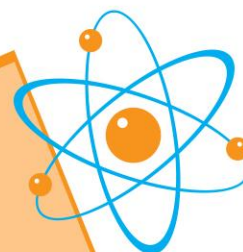
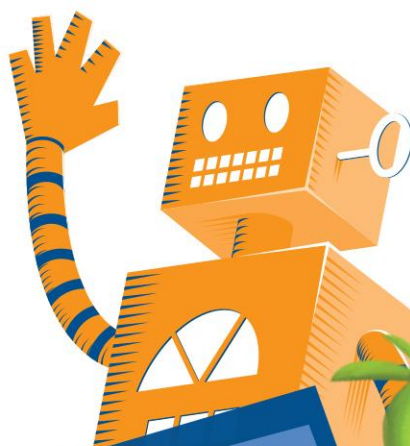


[www.aberdeensciencecentre.org](http://www.aberdeensciencecentre.org)



# Fundraising Coordinator

Closing Date: Friday 10 October 2025 at 12 noon





# Unleash the **power** of curiosity at Aberdeen Science Centre

## Welcome!

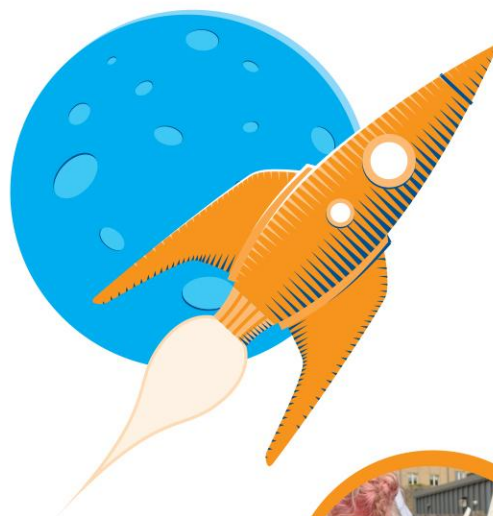
Thank you for your interest in joining our hardworking and passionate team at Aberdeen Science Centre. We are proud to offer the opportunity to work in a newly refurbished, modern and spacious centre with more than 60 interactive exhibits, a busy schools and community engagement programme, venue hire spaces and plenty of opportunities to get hands on with STEM (Science, Technology, Engineering and Maths) engagement!

This pack will walk you through everything you need to know, including:

- The job description and the kind of skills and experience we're looking for
- Our science centre and all its facilities
- Opportunities for your career development
- The benefits and remuneration package we can offer
- A few words from our team

If you have a passion for science and STEM education and are keen to inspire others and make a lasting impact, we can offer you rewarding, interesting and varied work and the chance to develop your skills and career.

We would love to hear more about what you can bring to Aberdeen Science Centre and help us to Unleash the Power of Curiosity!



## All about us

Aberdeen Science Centre is an inspirational, exploratory visitor attraction close to Aberdeen's beachfront. We are committed to **inspiring a lifelong interest in science** by creating engaging, fun, informative and educational experiences for everyone who comes through our doors.

Established in 1988 as Scotland's first Science Centre, Aberdeen Science Centre has played a significant role in STEM education across the region ever since.

In late 2020, Aberdeen Science Centre reopened its doors at Constitution Street, following a major £6million redevelopment project. The revamp allowed us to create six exciting zones for visitors – Space; Energy; Test It; Make It; Life Sciences; and a special under-6s area for our littlest scientists.

We brought in more than 60 new exhibits (and a few old favourites!) including our friendly humanoid robot, RoboThespian, who loves to sing and chat, and the OPITO Theatre of Energy, an immersive experience which challenges visitors to find the right mix of energy sources.

Our schools, community and public engagement team provide opportunities for STEM learning in a variety of different formats. From workshops and shows, activity stations and demos, to science on the spot and story sessions. Our engagement team provides something for everyone and aim to engage with as many children and adults as possible, on average engaging with over 65,000 people each year.

We also have meeting room spaces which can be hired for meetings and events for up to 250 guests as well as in-house training sessions.

We have an on-site café run by Grub, as well as a small garden, office and recreation space and free car parking.

As a registered charity we work hard to generate funds through a variety of income streams to support our mission.

Maintaining our valued corporate partnerships is a vital part of our day-to-day work as they allow us to deliver quality programmes, workshops and events for schools, community groups and others.

We strive to be one of the only five-star attractions in the North-east of Scotland and the go-to STEM education resource locally. We share best practice with other science centres as part of our membership of the Association of Science and Discovery Centres and our network of centres here in Scotland.

The future's bright. Play your part and use your valuable skills to make a genuine difference.





## Job description

We are looking for a **Fundraising Coordinator**.

**Salary:** £27,444

**Reports to:** Head of Fundraising

**Contract:** Full-time, permanent

**Hours:** 37.5 hours per week [5 days from 7].

**Location:** Hybrid [80% of hours to be worked from office at Aberdeen Science Centre and 20% hours can be worked from home].

The Fundraising Coordinator will develop Aberdeen Science Centre's corporate sponsorship income as well as supporting wider fundraising activities to support Aberdeen Science Centre.

Working closely with the Head of Fundraising, the Fundraising Coordinator will support the achievement of the fundraising target for the organisation through acquiring sponsorship to benefit both its restricted and unrestricted activities, applying for trusts and grants, as well as undertaking other fundraising activities.

The Fundraising Coordinator will attend networking events, utilise their existing network and research new prospective sponsors. They will meet with prospective sponsors and create bespoke, creative and inspiring proposals to grow income. An area of focus will be to generate unrestricted income to support the core aims of Aberdeen Science Centre.

Whilst identifying opportunities, writing and submitting proposals will be a significant part of the role, it will also support and facilitate others across the organisation in achieving their funding targets.

The Fundraising Coordinator will also coordinate venue hire including dealing with enquiries, managing bookings, contracting and invoicing, and working with the marketing team to promote venue hire.

The Fundraising Coordinator will also assist in the development of Aberdeen Science Centre's individual giving including our donation points, online donations and campaigns, and the creation of Friends of ASC.

The post holder will be expected to work flexibly within the team, with a willingness to work evening and weekends as required.



## Job description (cont.)

### Main Duties and Responsibilities

#### General

- Grow income from corporate partnerships, proactively identifying and reaching out to create income generating opportunities including sponsorship, donations, charity of the year opportunities and in-kind support.
- To be the main point of contact, both internally and externally, for corporate sponsorship enquiries and support.
- Craft and deliver compelling proposals, presentations and pitches in collaboration with ASC staff, conducting any necessary follow-ups with prospective funders.
- Manage and grow a portfolio of funders, developing relationships and building a robust funding pipeline.
- Coordination of funding processes and key documents including fundraising databases.
- Lead on the development of tailored and personalised communications with corporate supporters and prospects.
- Coordinate sponsor reports, ensuring they clearly articulate the outcomes and impact of the project, and are submitted in a timely manner.
- Ensure corporate partnerships align with ASC's mission and values and lead to a meaningful and productive relationship.
- Coordinate ASC's venue hire function including responding to enquiries and creating quotes, managing bookings, contracting and invoices.
- To be the point of contact for contractors including Grub and AV One for venue hire.
- Work with the marketing team to promote sponsorship and venue hire opportunities.
- Working with the Head of Fundraising, ASC staff team and ASC Board to maximise potential income.
- Attend and actively contribute to monthly 'Funding Meetings' and 'Funding Focus Group' to ensure all deadlines and agreed actions are met.
- Support the development and growth of ASC's individual giving income.
- Support the development and implementation of Friends of ASC.
- Support the implementation of ASC's fundraising strategy designed to maximise income and achieve ambitions fundraising targets.
- Support the development and delivery of the ASC Strategic Plan.
- Attend regular one-to-one meetings with Line Manager and appropriate ASC staff team.
- Act as Duty Manager when required.

#### Miscellaneous

- To ensure that all funding and fundraising opportunities supports the core ideology of the science centre.
- To share good practice initiatives both locally and nationally.
- Act as an outstanding ambassador for Aberdeen Science Centre both locally and further afield.
- Attend trade shows and external networking events as appropriate.
- Work flexibly to allow for weekend and evening work when required.



**All science centre staff are expected to:**

- Perform their own general clerical duties including, but not limited to, typing, copying, mailing and filing.
- Ensure all current legislation including, but not limited to, GDPR and Health and Safety is followed at all times.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Consider the day-to-day environmental impact of their work and act to reduce accordingly i.e. turn off unwanted lights, reduce paper usage etc
- Follow any other reasonable duties as assigned by their line manager or Chief Executive.
- To attend conferences and other learning opportunities as required.

The above is intended to provide a clear but concise statement of the present major tasks and activities of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you in the post mentioned above.

Aberdeen Science Centre reserves the right to amend the Job Description in consultation with the employee.

Aberdeen Science Centre pursues a policy of equal opportunities in the appointment and promotion of staff.





## Person specification

Do you have the skills, experience and enthusiasm we are looking for?

### Essential Competencies

- Educated to Scottish Higher Level.
- Demonstrable experience [2 years or more] in fundraising, sales or business development.
- Excellent interpersonal and relationship development skills.
- Proven record of successfully applying for fundraising/producing fundraising proposals.
- Proven experience of growing income across a variety of fundraising streams.
- A passion, drive and creativity with confidence at building relationships.
- Excellent written and verbal communication skills and ability to relay appropriate messages effectively to disparate audiences.
- Excellent attention to detail.
- Knowledge, understanding and experience of delivering successful fundraising strategies.
- Knowledge, understanding and experience of using social media platforms as a business tool.
- Ability to work unsupervised, on own initiative and be an effective team member.
- Knowledge and competence in using MS Office suite and ability to learn to use new applications and equipment.
- Ability to work to tight deadlines and organise own schedule.
- Commitment to continuous professional improvement and development.
- Desire to work within the charity sector adopting a creative and innovative approach to funding and fundraising.
- A commitment to Aberdeen Science Centre's values of being responsible, excellent, inclusive, open and respectful.
- A full clean driving licence, with access to your own car [mileage expenses will be paid].



### Desired Competencies

- An interest in science and other STEM activities would be advantageous.



## Employee Benefits

In return for your hard work, enthusiasm and commitment to our values you'll receive a generous benefits package including:

- Holiday allowance of 31 days.
- Flexible and hybrid working opportunities from day one.
- Rewards and Recognition Scheme\*
- Generous company sick pay of 3 months full pay and 3 months half pay\*
- Contributory pension scheme with employer contributions of 4%\*
- Access to staff Healthshield cash back plan\*
- A range of learning and development opportunities.
- Free onsite car parking at Aberdeen Science Centre for all staff.
- 10 free admissions per year to Aberdeen Science Centre for your friends and family\*
- Free voluntary flu jab for all staff.
- 10% staff discount in ASC shop and onsite café, Grub.
- Social outings and team building sessions.

\*Upon passing probation period.



## How To Apply

To apply for this position please send a CV and Covering Letter outlining your suitability relative to the Job Description & Person Specification to: [recruitment@asc.scot](mailto:recruitment@asc.scot) or to: Recruitment, Aberdeen Science Centre, 179, Constitution Street, Aberdeen, AB24 5TU



**Closing date for applications – Friday 10 October 2025 at 12 noon.**


**Interviews will take place on Thursday 23 October at Aberdeen Science Centre.**



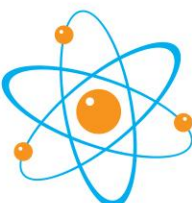


## Come and join us!

We'd love for you to be part of our dedicated team. Here's what some of our colleagues have to say about working at Aberdeen Science Centre.



I just love engaging with people and watching their surprised faces after a cool, creative activity!



Aberdeen Science Centre has a great culture which is both supportive and collaborative. Senior management's belief in the team and genuine will for you to develop and grow makes each project enjoyable, knowing you have their support.


The staffing structure means we get to work with different members of the team, giving you the opportunity to learn every aspect of the company. Through this atmosphere we end up accomplishing more together.

I love seeing the impact our work has on young people and in the wider community – even a short walk through the centre shows the positive interactions people are having with STEM.

It's a fun place to work with great learning opportunities and really friendly, enthusiastic staff.

I've developed many new skills, from delivering and developing workshops to coordinating events and working with community partners and I've been allowed the freedom to develop according to areas of interest. Working at Aberdeen Science Centre is fun and fast paced but also a great place for personal development.

It's so rewarding to know that the work you're doing is contributing to the charity to inspire an interest in science, whether that be in the centre itself, in schools or the community.



If you want to work with an organisation that cares about its people and like the idea of working with a purpose-driven charity, then join us at Aberdeen Science Centre.



The diverse activities we do at Aberdeen Science Centre means no two days are alike.



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Aberdeen Science Centre is a Scottish Charity, SC014922,  
regulated by the Scottish Charity Regulator (OSCR)