

Job Title: Community Engagement and Fundraising Officer

Reports to: Foodbank CEO

Location: 36A Inchmuir Rd, Whitehill Industrial Estate, Bathgate, EH48 2EP, UK

Salary: £15.60 per hour

Hours: *Part-Time – up to 20 hours per week, Fixed term one year*

Closing date:- 30th September 2026

Apply with Application Form & CV to Jobs@westlothian.foodbank.org.uk

About our organisation

West Lothian Foodbank is a local organisation which works with people across the county, supporting anyone who doesn't have enough money to afford the essentials. During 2025/26 we have supported 6,079 people with emergency food parcels to those who are hungry or at risk of hunger. We make time for a cup of tea, treating people with dignity and connecting them to the wider support they need to address the underlying causes of their crisis. We work alongside our partners, bringing services to where people need them in their community. We are part of Trussell network. Together we share a vision for a UK where no one needs a food parcel to survive.

Job Purpose

The Community Engagement and Fundraising Officer will play a key role in developing relationships across the community, increasing awareness of the work of West Lothian Foodbank, and supporting fundraising activities to help sustain and grow our services.

The postholder will work closely with churches, schools, community groups, local businesses, volunteers, partner organisations, and the wider public to encourage support through donations, fundraising initiatives, volunteering, and community partnerships.

The role will help ensure that West Lothian Foodbank can continue to provide compassionate support to local people experiencing hardship while promoting dignity, hope, and community involvement.

Additional Information

This role may require occasional evening or flexible working.

The post is subject to funding and may initially be offered as a fixed-term contract.

PVG will be required.

Key Responsibilities

Community Engagement

- Build and maintain positive relationships with churches, schools, community groups, and partner organisations.
- Represent West Lothian Foodbank at community events, meetings, presentations, and networking opportunities.
- Deliver talks and presentations about the foodbank and the issues surrounding poverty and food insecurity.
- Encourage community participation through volunteering, donations, and partnership opportunities.
- Develop campaigns and initiatives to increase awareness of the foodbank's work across West Lothian.

Fundraising

- Develop and coordinate fundraising activities and campaigns throughout the year.
- Support donor stewardship by maintaining good communication and thanking donors appropriately.
- Coordinate seasonal appeals, and fundraising events.
- Work with the wider team to achieve fundraising targets and income generation goals.

Communications and Promotion

- Promote the work of volunteers, supporters, and community partners.
- Ensure all communications reflect the values and mission of West Lothian Foodbank.

Partnership Working

- Work collaboratively with staff, volunteers, trustees, churches, and external organisations.
- Strengthen partnerships that support people experiencing poverty and crisis.
- Attend meetings and contribute to the development of community projects and initiatives.

General Duties

- Maintain accurate records of fundraising activities and community engagement.
- Ensure compliance with organisational policies including safeguarding, confidentiality, and health and safety.
- Undertake other duties appropriate to the role as required.

Person Specification

Essential

- Excellent communication and interpersonal skills.
- Ability to build relationships with a wide range of people and organisations.
- Experience in fundraising, community engagement, marketing, or partnership working.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Good IT and social media skills.
- Passion for supporting vulnerable people and strengthening communities.
- Commitment to the values and mission of West Lothian Foodbank.

Desirable

- Experience working within the voluntary, charity, or community sector.
- Knowledge of issues relating to poverty, food insecurity, and social exclusion.
- Experience organising fundraising events.
- Full UK driving licence and access to transport.

Values and Expectations

The successful candidate will demonstrate:

- Empathy and respect for all individuals.
- Commitment to reducing food poverty and supporting long-term positive outcomes.
- A willingness to work collaboratively with staff, volunteers, and partner agencies.