

Job Description - Development Manager



Responsible to	the Chief Executive
Salary	£36,584 per annum pro rata + 6% contribution to pension scheme
Hours of work	Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)* on a flexible basis, including occasional evening and Saturday work
Place of work	Greener Kirkcaldy office or hybrid of office and home
Contract	Permanent
Holiday	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
Requirement	The post-holder will be subject to a Disclosure Scotland check

* We would consider requests to work fewer hours, or to job-share.

Job purpose

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people experiencing fuel poverty and food insecurity. We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well.

Our team of 40 staff and 100 volunteers deliver a wide range of grant-funded projects and social enterprise (income-generating) activities. Our work is diverse and includes programmes of action on climate change, fuel poverty and food insecurity. We work in Kirkcaldy and across the region of Fife, often in partnership with other charities, public-sector organisations and social enterprises.

The purpose of this job is to play a key role in the delivery of Greener Kirkcaldy's organisational strategy. You will coordinate funding, fundraising and social enterprise development across the organisation. You will also lead a team to coordinate communications and development services across Greener Kirkcaldy's projects and teams, including building internal capacity to support a more enterprising culture.

Specific responsibilities

- To develop overall funding and fundraising plans for the organisation, and coordinate implementation of them
- To support the project managers to develop and submit applications for grant funding and contracts
- To lead the development of existing and new social enterprise (income-generating) projects and services, in line with the strategic plan and working closely with the project managers
- To lead on the creation, implementation and review of business plans, pricing policies and monitoring systems
- To support staff and volunteers to share the social and environmental impact of their work
- To train and support staff and volunteers to carry out community fundraising
- To lead, support and line manage the Development & Communications Team to:
 - Carry out communications, marketing and publicity, including press, mailing list, website and social media
 - Coordinate the organisation's diverse programme of events
 - Grow and develop Greener Kirkcaldy's membership
 - Deliver community fundraising and individual giving campaigns

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- To promote the values of Greener Kirkcaldy when working in the local community
- To work effectively with other team members (staff and volunteers) to achieve goals
- To provide a positive role model for other staff at all times
- To develop good relationships with project partners
- To report on the success of allocated tasks, both verbally and in writing
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to staff and board meetings
- To undertake other duties in line with the job purpose

Person Specification

Qualifications, skills and experience	Essential	Desirable
Experience of, and success in, securing grant funding	•	
Experience of planning and delivering community fundraising campaigns	•	
Excellent communication and interpersonal skills	•	
Proven ability to plan and prioritise a busy, diverse workload	•	
Experience of partnership working and ability to develop strong partnerships	•	
Excellent literacy, numeracy and IT skills	•	
A relevant degree or qualification		•
Experience of commercial or social entrepreneurialism		•
Experience of leading and managing a team		•
Experience of working in the voluntary or community sector		•
Knowledge		
Knowledge of funding and/or business planning	•	
Knowledge of financial and impact monitoring, evaluation and reporting	•	
Understanding of social enterprise		•
Knowledge of different communication and marketing methods		•
Good knowledge of environmental issues and climate change		•
Personal qualities		
Strategic thinking	•	
Proactive and self-motivated	•	
Flexible and adaptable	•	
Ability to work well under pressure	•	
A willingness for continued learning and personal development	•	
Enthusiastic about engaging people to tackle the climate emergency	•	
An interest in social justice and helping people in hardship	•	
Genuine interest in community development and engagement		•
Commercial acumen		•
Additional requirements		
Ability to travel to meet the requirements of the role	•	