

## Development Manager (Part-time)

### Job Description



<b>Location:</b>	LINK HQ in Perth with flexible home working
<b>Nature:</b>	Fundraising, Membership, Operational support, Information & Communication
<b>Hours:</b>	21 hours per week
<b>Reports to:</b>	Chief Officer
<b>Salary:</b>	£34,000 - £38,000, depending on skills and experience
<b>Scope:</b>	Development for long term sustainability through fundraising, information management, internal and external communication coordination. Line management duties.
<b>Budget:</b>	Inputs to budgeting in relation to funding streams

LINK is the national intermediary for Scotland's voluntary, citizen-led, environmental organisations, with over 40 member organisations and a collective membership of more than 500,000 people. Members represent a wide range of environmental interests, employing land managers, service providers, campaigners and policy experts working on issues including agriculture, wildlife, landscape, health and wellbeing, environmental economics, environmental governance and environmental justice. Members have a common goal of contributing to a more environmentally sustainable society. LINK's aim is to secure a sustainable Scotland, where our society and wellbeing have nature at their heart, benefitting people, communities and the planet.

#### Job Purpose

To provide coordinated and effective development and information management required for the organisation to deliver its strategic goals. A key part of this role is to contribute to long term development of the organisation through fundraising to support core activities and time limited projects, monitoring impacts and reporting to funders. This role will also lead on maintaining highly effective internal communications and information management across the network and via the website. This includes very well coordinated member services consistently delivered to a high standard and efficient network coordination.

#### Key Responsibilities

##### Funding:

- In liaison with the Chief Officer implement fundraising strategy in relation to LINK's funding objectives
- Take part in the Board Funding Subgroup discussions to identify overall funding need towards delivery of the fundraising strategy
- Maintain an overview of all fundraising plans across LINK and actively advising on potential channels and on the potential for conflict or duplication
- Taking lead responsibility for ensuring appropriate fundraising effort around funding objectives for core work and to share responsibility with Project Managers for appropriate fundraising effort around the funding objectives where agreed prioritised projects deliver towards LINK's strategic objectives.
- Develop and maintain relationships with relevant funders; drafting applications on the basis of internal discussions of aims and 'asks'; arranging and sometimes leading meetings with funders;
- Ensure timely reporting to funders (where dedicated project staff are not carrying out this role), drawing on work plan reports and e bulletins.

- Present and edit appropriate information to support fundraising and maintain an overview of LINK's funding webpage
- Ensure communications as needed with LINK groups and subgroups in relation to funder requirements
- Liaise with LINK members' fundraising forum (SEFF) to ensure mutual understanding on generic funding issues and to contribute to a cohesive approach by the network

#### **Members and supporters:**

- Provide support across the LINK Groups for work planning and reporting: ensuring work plans are reported on in a timely fashion and coordinating 6 month reporting.
- Coordinate the induction of new Members and Conveners and arrange follow-up briefings as required
- Advise members as needed on LINK operations and protocols
- Contribute to the ongoing development of LINK's operating guidance so that this is live to network needs and responsibilities
- Monitor with other staff any concerns which may arise from members and ensure that the Chief Officer is kept informed
- Regularly review membership induction materials and membership application materials
- Support the Chief Officer to prepare planning documents for members' Network Meetings
- In conjunction with others in the network, provide a balance of advice and support to the delivery of collective work, advise on changing priorities and help to identify the need for capacity building amongst members
- Coordinate the theming, planning and coordination of the annual Members' Congress
- Support other staff as time allows with delivery of other internal and external events.
- Maintain overview of LINK Organisational Supporter category and its promotion in relation to existing and potential Supporters
- Provide support to Organisational Supporter involvement in LINK activities as appropriate; advising Groups on working procedures with Organisational Supporters.
- Conduct initial assessment of applications against criteria for new Organisational Supporters.

#### **Coordination, Information and integration:**

- With Chief Officer monitor the role and shape of LINK internal communications as a tool for integration of LINK activity
- Advise the AOC / FOM on e-bulletin content to ensure it is appropriate for external agencies, including funders and Organisational Supporters;
- Assist with the integration of LINK internal communication between staff, groups and subgroups, members, Board and Fellows, to achieve optimum effectiveness
- Lead on maintaining the LINK website as the go to online resource for LINK publications, information on LINK's work, taking responsibility for the update of core sections
- Coordinate across the LINK team on external communications to maintain consistent external communications that deliver on LINK's strategic objectives

#### **Organisational development:**

- Contribute to development of LINK's key performance indicators, to the collection of relevant data to allow progress to be tracked, and to the collation of regular evaluations of LINK's impact and effectiveness
- Assist in the coordination of strategic reviews

#### **General Responsibilities**

- Attend other LINK meetings when appropriate, to report, inform discussion including Board & Network meetings, inductions, and others as needed

- Develop, maintain and nurture a range of internal and external relationships to ensure LINK delivers its strategic objectives.
- Contribute brief reports for LINK Bulletin (monthly) and LINK Board (quarterly)
- Brief LINK Trustees, Contributors to Congress, President, Honorary Fellows as required
- Contribute to LINK's assessment of network progress in relation to its strategic priorities
- Carry out such other duties as are deemed relevant to the post

### **Representation**

- Represent LINK with many prospective and existing funders
- Attend certain liaison meetings with Government and its agencies
- Represent LINK with potential applicant organisations and organisational supporters
- On occasion represent LINK at civic society events

### **Relationships**

#### Internal -

- Maintain good working relationships with members and with organisational supporters
- Maintain good contact with LINK groups (particularly the Convenors and vice-convenors) in relation to funder needs and any network coordination roles
- Keep in close contact with LINK's wider staff team
- Responsible to Chief Officer and ultimately to the LINK Board

#### External relationships

- Regular contact with relevant funders
- Contact with bodies in Government, Parliament, business and voluntary sectors as required
- Occasional attendance at civic society events

### **Terms and Conditions**

This is a part-time role (around 21 hours per week). The post is subject to a probationary period of six months. Salary is between £34,000 and £38,000 pro rata per annum, depending on skills and experience. LINK makes an employer contribution to employee personal pensions of up to a maximum of 8% of basic salary, complementing employee contributions. The annual leave quota is 25 days' annual leave and 10 public holidays. All approved and receipted expenses are reimbursed.

## Development Manager (Part time):

### Person specification:



The following experience, qualifications and skills will be important in this complex and demanding role.

#### Essential

- Degree, or degree-level experience, in a relevant discipline and at least five years' work experience in a relevant organisation
- Track record in successful fundraising from a range of sources / sectors, particularly Trusts and Public Sector
- Experience in administration, organisational development and communications strategy
- Understanding of the requirements of customer care and experience of working to customers / memberships
- The ability to communicate clearly and succinctly (written and oral presentation)
- Professional manner, well-developed inter-personal skills, including listening skills and experience of using own initiative in supporting others
- Ability to manage and prioritise workload and to maintain standards under pressure
- Excellent planning and organisational skills
- Excellent team-working skills and an understanding of corporate disciplines including confidentiality, mutual briefing, and acting within limits of authority
- Very good IT skills including Microsoft Office, Internet and Office 365, database, website updating.
- Enthusiasm and self-motivation: essential to success in the post and job satisfaction of the appointee

#### Desirable

1. Experience of working with multiple and diverse interests
2. Knowledge of networks
3. Good working knowledge of Scottish and UK governance institutions and structures
4. Familiarity with the voluntary sector
5. Knowledge of environmental issues and the debate around sustainable development
6. Facility with social media.

#### Background on Scottish Environment LINK

[Scottish Environment LINK](#) is the liaison body for Scotland's voluntary sector environment organisations. Established in 1987, LINK provides a forum for its member organizations to meet, exchange information and take joint action on issues of common concern. LINK's 40+ organizations share a common interest in seeing Scotland develop sustainably, in being a strong voice for the environment in Scotland and an effective efficient and accountable network. Their total, combined, membership is around half a million people.

LINK members work through policy groups, which focus on a range of policy issues, developing common positions and advocating to decision-makers in Scotland and, where appropriate, at UK and international levels. Network priorities are reviewed annually and inform the work of staff who provide advice, support and coordination to the collective work programme. A cycle of membership events

keeps members informed and ensures integration across the network including members' Congress, AGM and forward planning meetings, and a festive reception.

LINK is supported by a Board of volunteer trustees most of whom are involved in the network on behalf of their organisations; also by active honorary fellows. Core work is supported by a small staff including (Perth HQ) Chief Officer, Development Manager, Finance and Operations Manager, and (Edinburgh) Advocacy Manager, two Advocacy Officers, Administrative Office Administrator and Campaign Coordinator. Staff liaise closely to support members and groups in achieving collective objectives. LINK also manages projects via its Marine and Economics groups, funded discretely and employing dedicated Marine Policy & Engagement Officers and Sustainable Economics Policy Officer. Core activity is funded by subscriptions from member bodies, grants from NatureScot and Scottish Government and donations from charitable trusts.

The LINK website is designed to carry up-to-date information for members, the public, government audiences and other interests. LINK Groups meet online to increase participation by members. Face to face meetings, including Congress and receptions are held in Edinburgh or Perth, besides which staff may be required to travel to other parts of Scotland, and sometimes further afield. LINK operates an environmental policy in relation to procurement, travel and energy use, which staff and members work together in promoting.

LINK strives to be an equal opportunities employer.



**Scottish Environment LINK** the voice for Scotland's environment



Registered office: 13 Marshall Place, Perth, PH2 8AH. A Scottish Charity No. SC000296.

Scottish Environment LINK is a Scottish Company Limited by Guarantee and without a share capital under Company No. SC250899