



# Candidate Recruitment Pack



## Development Manager

**November 2020**

Funded by The National Lottery



# Message from the Chair

*Denise Jackson MBE*

Dear Candidate,

On behalf of my fellow charity Trustees, I'd like to thank you for your interest in becoming our first Development Manager. This is a really important appointment for our organisation and we are very excited about the difference that you can make to our charity and the people in Auchterarder and District.



We are a relatively new organisation which has been set up with the support of many local people who are committed to the projects and activities that we provide. We are an ambitious bunch and are very grateful for the assistance of the National Lottery Community Fund for supporting our ambition to strengthen and develop the impact we can have on the people of the town and beyond.

Our main purpose is to:

- Maintain and widen participation in sport and active recreation at all levels in Auchterarder,
- Develop and support local people to improve and strengthen local sports clubs and organisations involved in sporting or physical activities and widen opportunities to participate.
- Develop and provide access to quality places where the community can get involved in sport and active recreation

We rely heavily on volunteers for everything that we do so supporting them and our volunteer proposition, in general, will be fundamental to our success.

If you are keen to establish your mark on a small but dynamic charity and assist it with its forward development, then we think we can offer you a great opportunity. For information please find us at [www.acsr.org.uk](http://www.acsr.org.uk).

We look forward to receiving your application.

Good luck.

## **How to apply**

We want to make sure that you do everything you can to succeed with your application, so please consider the following information to help guide you. All applications to be submitted by email to [AuchterarderCSR@gmail.com](mailto:AuchterarderCSR@gmail.com). Please also complete our Equality and Diversity Monitoring Form at [www.acsr.org.uk/equality](http://www.acsr.org.uk/equality).

### **Task 1**

Please send an up to date CV. This should include details of your current employer (if relevant) and two referees, one of which should be your current or most recent employer.

Please include your current salary and notice period if you are employed in full or part time work.

Please ensure that this does not exceed two pages of A4.

### **Task 2**

Please send a covering letter setting out why you want to work for ACSR. This should include what has attracted you to the job and what you think you will add to our organisation.

Please ensure that this does not exceed one page of A4.

### **Task 3**

This is the most critical aspect of the application process. Please take each element in turn, from the Essential Experience/Skills criteria of Person Specification and set out in no more than 100 words per item, how you meet the requirements.

Please, do not worry if you do not think you accurately meet the criteria for all elements. Please complete what you can. It is important that we do get an understanding of your overall skills and experience, so do please think carefully about what you write.

Remember that we expect to review many applications so think about how your content can make you stand out. Word count is set at 1,100.

The closing date is 10am Monday 23 November 2020. Interviews expected week commencing 7 December.

*Please note, if you have a question or would like an informal discussion about the role, please email [AuchterarderCSR@gmail.com](mailto:AuchterarderCSR@gmail.com) giving your phone number and we will ensure that the relevant Trustee will give you a call.*

# Job Description

## Development Manager



<b>Job Title</b>	Development Manager
<b>Reporting to</b>	Board of Charity Trustees
<b>Organisational Status</b>	Principal Officer
<b>Hours</b>	37.5 core hours per week (evening and weekend work as required)
<b>Salary</b>	£26,000 with annual review - 3 years fixed term
<b>Benefits</b>	28 days holiday (including Public Holidays), plus statutory auto enrolment pension

### **The Role**

The Development Manager (DM) will work closely with the charity trustees to ensure the effective management and development of the charity. The DM will have principal responsibility for: (a) developing the charity's three community core activities – Parks, Paths and Participation, (b) securing funding for the ongoing programme and new developments, and (c) effectively managing the day-to-day operations of the charity.

A probationary period of three months will apply to this post.

### **Principal Responsibilities**

- a) In conjunction with the Board of charity trustees, safely and securely manage the day-to-day requirements of the charity
- b) In conjunction with the Board of charity trustees, promote the good name of the charity and to all existing and potential volunteers, stakeholders, partners, customers, clients, sponsors and suppliers
- c) In conjunction with the Board of charity trustees ensure the ongoing success and growth of the charity taking account of changing circumstances and reflecting the needs our rapidly expanding community
- d) In conjunction with the Board of charity trustees, develop appropriate operating plans and procedures that ensures that the charity meets its associated financial and legal obligations
- e) In conjunction with the Board of charity trustees ensure that all key performance indicators are reached as required by funders.

## **Operational Responsibilities**

### ***Business Development***

1. Lead on the formation of appropriate and business development plans linked to the charity's key workstreams
2. Lead on joint working to ensure the local community, partners and all stakeholders are engaged in the development of the charity's strategic plan 2021-2024
3. Support the charity's Working Groups to develop ideas and plans to promote their activities
4. Use appropriate community engagement techniques to identify future needs and local priorities
5. Ensure a wide range of affordable, accessible and inclusive sport and recreation activities are available within the community
6. Lead on the preparation of funding submissions to charitable trusts and foundations
7. Ensure all grant funded work is carried out in line with the the requirement of funders and that all reporting requirements are met
8. Develop appropriate mechanisms to promote and market the charity using digital platforms including social media
9. Represent the charity at relevant local, district and national meetings/events as appropriate
10. Ensure that the charity adopts an ethical approach to its sustainability
11. Ensure that environmental impacts are minimised in relation to all projects and initiatives

### ***Governance and Management***

12. Work closely with the charity Trustees to evolve the present vision, measurable objectives and long-term strategy
13. Build an effective partnership with the Chair and leverage the experiences of the Board in order to achieve the effective growth of the charity
14. In conjunction with the Charity Trustees ensure that the charity has a consistent set of principles and values on which it is run and enable the organisation to articulate these, both externally and internally, in a consistent way
15. Provide operational support to the Charity Trustees and the core Working Groups
16. Monitor and report to Charity Trustees on progress made against the key priorities and objectives of the annual Business Plan
17. In conjunction with the Charity Trustees, ensure that the charity is compliant with relevant legislation including Data Protection, Disclosure, Health and Safety, Employment Law, Charity Law and Financial Compliance
18. Provide professional and technical advice to the Board as and when required
19. Contribute to the recruitment and selection of Trustees, volunteers, staff, and/or sub-contractors

**\*This is not an exhaustive list of tasks and are to be used as a guide to the key responsibilities and tasks that are allocated to the role.**

# Person Specification Development Manager



	Essential	Desirable
Education & Training	<p>Relevant degree or post-graduate qualification (or equivalent experience)</p> <p>Evidence of continued professional development</p>	<p>NVQ Level 4 Management qualification or equivalent</p> <p>Sports Development qualification</p>
Experience / Skills	<ol style="list-style-type: none"> <li>1. Knowledge of, or experience of, fundraising within the sports, third or business sectors</li> <li>2. A solid understanding of business functions in a charity and their associated regulatory requirements</li> <li>3. Experience of partnership working with national sporting bodies</li> <li>4. Fully proficient in the use of Windows Professional and Microsoft Office Suite</li> <li>5. Understanding of key elements of project management and evaluation</li> <li>6. Extensive experience of working within community development and of the recruitment, retention and support to volunteers</li> <li>7. Extensive experience of securing project and programme funding</li> <li>8. Demonstrable analytical and lateral thinking / problem solving</li> <li>9. Financial competence, including prioritising and targeting resources within approved budgets</li> <li>10. Operational understanding of Health and Safety in the work place</li> <li>11. Experience of drafting plans and Board reports</li> </ol>	<ol style="list-style-type: none"> <li>1. An active interest in sport, recreation and physical activity and knowledge and understanding of the Scottish sporting environment</li> <li>2. Proven skills in delivering effective marketing and communication strategies including social media</li> <li>3. Sound understanding of effective governance within a registered Scottish charity</li> <li>4. Sound knowledge of GDPR legislation in Scotland</li> <li>5. Experience of drafting strategic plans</li> <li>6. Experience of problem solving</li> <li>7. Sound understanding of high quality customer service both internally and externally</li> <li>8. Operational understanding of personnel and human resource management functions</li> </ol>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Competencies</b></p>	<p><b>Networks and Partnerships</b> – Ability to establish and maintain strong and lasting partnerships and effective working relationships with all partners and external organisations</p> <p><b>Acting Strategically</b> – Understanding the bigger picture, focusing on a vision for the future, thinking conceptually and being able to relate own actions to the strategic aims and objectives of the organisation</p> <p><b>Innovations and Change</b> – Ability to innovate and recognise the need for change and respond effectively and positively</p> <p><b>Behaving ethically</b> - Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice</p> <p><b>Teamwork</b> - Ability to work as part of a team, motivating, influencing and supporting others.</p> <p><b>Customer focus</b> – Understanding of own role and its relationship to the customer, internal and external, continuously focusing on exceeding customer expectations</p> <p><b>Acting confidently and taking decisions</b> - Being assertive and unhesitating in taking the lead and accepting accountability for one’s responsibilities; taking decisions and stating views confidently and succinctly.</p> <p><b>Effective communication</b> - Willingness to actively listen to others, actively share information and have the ability to express oneself clearly</p> <p><b>Making and meeting commitments</b> – Executing and achieving what is promised through planning and organising priorities. Monitoring progress to ensure consistently high standards</p> <p><b>Innovative and creative thinking</b> - Ability to identify opportunities and take action to bring about improvements</p> <p><b>Gaining information effectively</b> - Proactively using knowledge to facilitate progress and/or assist problem solving</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Values</b></p>	<p>Commitment to the aims and objectives of charity</p> <p>Belief in partnership working</p> <p>Flexible approach to working</p> <p>Confident</p> <p>Enthusiastic</p> <p>Commitment to equal opportunities</p> <p>Commitment to healthy and safe working practices</p>

# Organisational Structure

2020 – 2021



**Be Active Be Involved**

