



1. Job Details

Job title: *Development Manager*

Organisation: *SuperTroop*

Line manager: *Holiday Director, Dr Sue Fletcher-Watson*

2. Job Purpose

SuperTroop is employing a part-time (one day per week) Development Manager to enable the organisation to expand its activities over the coming 18 months and beyond. The role involves establishing replicable working practices based on the existing annual holiday run at Fettes College in Edinburgh. Procedures will be formalised, creating a series of role descriptions, recruitment materials and training manuals, for use at future holiday schemes hosted by new sites. In addition, the post-holder will be responsible for preparing materials to reach out to new candidate sites and recruiting volunteer staff. In completion of these tasks, the Development Manager will contribute to a broad range of charity activities including online and social media presence; staff and financial record-keeping, and building financial reserves for expansion. They will act as a public face for the charity and will act responsibly and appropriately in that capacity at all times.

3. Main Responsibilities

- | | | |
|-------|---|-------|
| i. | Maintaining effective communication and information sharing with the board and holiday director | [10%] |
| ii. | Financial record-keeping and budget monitoring | [10%] |
| iii. | Monitoring staff recruitment, training and manualising these | [10%] |
| iv. | Fundraising | [20%] |
| v. | Social media and website management | [10%] |
| vi. | Establishing a replicable model for new holiday schemes | [15%] |
| vii. | Attending and minuting team meetings | [10%] |
| viii. | Outreach materials and activities for new hosts | [15%] |

4. Planning and Organising

The successful candidate will manage their time highly efficiently, organising tasks to co-ordinate with volunteer staff availability and scheduled activities. They will set and meet deadlines, communicating effectively at all times to ensure their work is transparent and easy to monitor.

5. Problem Solving

The post-holder will have a high level of independence and be able to resolve minor issues that arise on a day to day basis, working at all times within SuperTroop policy boundaries. If significant challenges arise, they will identify and propose solutions and understand the risks and opportunities posed by these.

6. Decision Making

The candidate will show good judgement, clarity of thought and transparency in record-keeping to ensure an auditable paper-trail for decision making. They will reflect on actions taken and learn from past experience.

7. Key Contacts/Relationships

The candidate will work closely with the holiday director, holiday managers, chair of the board and company secretary. They will share documents and records and use effective communication to post updates and request actions. They will recognise the specific constraints of working with a volunteer team.



8. Knowledge, Skills and Experience Needed for the Job

Qualifications/Training

- *Essential:* undergraduate degree in a relevant domain (e.g. Business, Marketing) or equivalent professional experience
- *Desirable:* Masters degree in a relevant domain or professional experience at a high level

Experience

- *Essential:* experience successfully winning competitive funding; familiarity with project management including financial record-keeping; independent working
- *Desirable:* work in the charity sector; experience of Care Inspectorate oversight; budget management experience

Knowledge, Skills and Competencies

- *Essential:* skilled user of Microsoft Office programmes (Word, Excel, Powerpoint); confident working with financial records; ability to represent the charity to external partners
- *Desirable:* knowledge of Human Resources; graphic design skills; knowledge of learning disability

Personal Attributes

- *Essential:* meticulous attention to detail; clarity of communication; honesty; desire to contribute to excellent provision for children and young people with learning disabilities; willingness to work flexibly

9. Dimensions

The candidate will work from home and will be provided with resources to do so. They may structure their hours as they see fit, but must co-ordinate with key deadlines and milestones for the organisation as a whole. This will necessitate some working outside normal office hours, including evenings and weekends. Ability to drive and access to a car would be useful but is not essential.

10. Job Context and any other relevant information

SuperTroop is a relatively young charity which has an opportunity through this role to mature and expand its provision, establishing a firm foundation and reaching more beneficiaries. We are looking for a passionate, dedicated, skillful person to help us seize this chance and make the most of it.

11. Application Procedure

All applicants should apply by submitting a covering letter (up to two pages) explaining how they meet the requirements for the role, along with an up to date CV. Please email these to sue@supertroop.org

We anticipate interviews will be held on Friday 26th April. You will be notified by email whether you have been shortlisted for interview or not.

The closing date is 5pm on Sunday 7th April.
--



12. Eligibility to Work

In accordance with the Immigration, Asylum and Nationality Act 2006, SuperTroop, as an employer, has a legal responsibility to prevent illegal working and therefore must check that all employees are entitled to work in the United Kingdom (UK). To do so, SuperTroop requires to see original documents evidencing right to work in the UK before commencement of employment and this is normally carried out at interview. Details will be provided in any letter of invitation to interview.

13. Conditions of Employment

There will be a probationary period of 3 months. During this time a failure to meet role expectations can result in immediate termination of employment. The end of the probation period will be marked by a meeting with the Holiday Director and a board member to review working practices and achievements, and to set goals for the future. Thereafter the role will be subject to an annual review to examine performance and identify professional and personal development goals.

14. Pension Scheme

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it. This role does not meet criteria for automatic enrolment, but you can choose to join a pension scheme if you wish. In that case, we would not contribute to the scheme because you will be earning less than £116 per week. However, this would change if your hours and / or salary increases in the future.

15. Salary and Hours

The role attracts an annual salary of £26,000 p.a. (full-time equivalent). Salary is calculated pro-rata based on a 20% full-time equivalent working week (i.e. one day per week, £100 weekly salary before tax). Salary is paid monthly by direct transfer to your Bank or Building Society account, normally on the 28th of the month.

16. Protection of Vulnerable Groups Scheme (PVG)

This post is subject to registration with the Protection of Vulnerable Groups scheme, for regulated work with children. Employment in this post is conditional on the successful post holder being able to obtain/holding PVG scheme membership. The successful candidate will not be permitted to commence employment until this has been confirmed. Information provided will be kept confidential and individuals will not be discriminated against unnecessarily due to non-relevant offending background. If you require further information please visit <https://www.mygov.scot/pvg-scheme/>

SuperTroop reserves the right to vary the candidate information or make no appointment at all. Neither in part, nor in whole does this information form part of any contract between SuperTroop and any individual.