



People Know How
525 Ferry Road
Edinburgh, EH5 2FF
www.peopleknowhow.org

Development Manager

- Salary:** £19,692 to £24,806 (with increments over four years)
Pension – 3% contributions
Life Assurance – 4 times salary
- Duration:** Permanent
- Holidays:** 25 days annual leave plus public holidays
- Location:** 525 Ferry Road, Edinburgh, EH5 2FF
- Start Date:** May 2019

The Organisation – People Know How

We are an Edinburgh based social innovation charity, entering our seventh year. We combine an international reach, receiving volunteers and interns from all around the world; with a focus on engaging with local people and local issues.

As an organisation, we are committed to addressing marginalisation and have an ethos that is driven to make a positive difference. We have developed innovative methods to engage and empower people to improve their lives. We believe that together we can create and deliver the most productive and impactful differences for communities.

Our Mission

To empower individuals to be socially innovative in their communities, by helping them transform their ideas into action. We do this by providing the skills, tools, resources and framework they need to deliver positive social change.

Our Vision

Communities where people have the opportunity to reach their full potential using their strengths and assets.

Our Values

- We value people's potential;
- We invest in creative and dynamic processes;
- We commit to meaningful action;
- We strive for innovative solutions;
- We collaborate with purpose.



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Our Process

We are people-led, placing huge value on people's lived experiences, whilst also developing evidence-based approaches through reviewing best practice and research. We call this process 'social innovation' and every project we run is rooted in this approach. We have developed a model which we have used to deliver on a number of successful projects. Each of our projects moves through a cycle of 4 key phases:

1. Ask

We begin every project by asking people to share their ideas, needs, strengths and assets. We believe that "People Know How" to identify their needs and the solutions that will help them fulfil their potential and solve social issues.

2. Research

We review literature and best practice guidance to inform people's ideas and ensure there is an evidence base before proceeding with a project.

3. Do

We run projects and deliver activities, putting ideas into practice. We have developed a number of monitoring and evaluation tools which are built into our activities so that we are constantly gathering data to assess our progress and performance.

4. Share

We share the approaches and impact of our work to recognise and celebrate the positive outcomes, whilst identifying where improvements can be made. We then ask people for feedback on what we have shared, thus creating a cycle which drives continuous improvement.



Our Key Projects:

Social Innovation Programme

In line with our new Strategic Plan, the programme aims to support and empower communities including people, community groups, new / established charities and to engage in systems change with the public, third, business and academic sectors.

Positive Transitions

Established in 2015 to support disadvantaged and vulnerable children, young-people and families. The overarching aim is that children and young-people grow up to be healthy, confident and resilient so they can fulfil their potential.



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Re:Connect

Established in 2017, with a focus on how improved digital skills can help promote social inclusion. It is successful in getting people more interested in how the internet can help them make better social connections to improve their well-being.

Shaping Your Future

Based in North-East Edinburgh, our project involves empowering local residents to be more active in local planning and decision making. Many residents aspire to be more involved but have never before been presented with the opportunity.

The Role

We have a unique opportunity for a **Development Manager** to join our team, during an exciting period of growth. The successful candidate will support the Chief Executive and Board of Trustees in:

- Delivering the Strategic Plan and its ambitious objectives
- Contributing to the Fundraising and Finance Strategy which aligns to our organisational strategy and ambitions;
- Developing relationships and networks based on shared values;
- Identifying sources of grant funding which align to our values and project outcomes;
- Managing and supporting the Research Briefings Coordinator to identify and deliver Research Briefings (literature reviews) necessary to support existing and future work;
- Identifying opportunities, and preparing submissions to tender for projects and services which complements/enhances our existing work and Strategic Plan;
- Preparing an annual timeline of funding needs and matching this to suitable funding deadlines;
- Tracking and meeting deadlines for tenders, grant applications, and funding reports;
- Drafting bespoke funding applications and tenders, developing compelling cases for support based upon our existing and planned projects;
- Contributing to development of alternative funding streams to diversify income sources;
- Preparing itemised budgets for new and existing projects;
- Collaborating with the team to design and refine delivery models for new and existing work;
- Collaborating with the team to design and refine monitoring and evaluation frameworks and tools which gather evidence of outcomes;
- Reporting to funders on progress on an interim and end of grant basis;
- Preparing the Annual Report;
- Managing and supporting the Communications Officer to prepare content of promotional and informative material and disseminate same;
- Managing and supporting the daily running of the office including the supervision of a small staff team and volunteers, interns and placement students
- Carry out any other duties as required.



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Person Specification: Essential

- Excellent communication skills (written and verbal) with the ability to present information clearly, construct persuasive cases and write compelling narratives;
- Skilled in using Microsoft Office applications;
- Strong planning, organisational and administrative skills with the ability to manage multiple projects with overlapping deadlines;
- An understanding of the policy and funding environment in which voluntary and community organisations operate;
- Knowledge of strategic and operational planning in Third Sector organisations.
- Practical experience of monitoring, evaluation and reporting;
- Creative, with the ability to share ideas and work collaboratively;
- Highly motivated and able to work independently;
- A positive, professional 'can do' attitude;
- Flexible and able to adapt to change to meet the needs of the organisation;
- Ability to work well with others as part of a team;
- Supportive, and able to encourage others to contribute/share ideas;
- Friendly, and able to manage existing relationships with funders and partner organisations;
- Driven to make a real difference with a shared vision and commitment to what we do.