

JOB DESCRIPTION

ENVIRONMENTAL RIGHTS CENTRE FOR SCOTLAND

DEVELOPMENT MANAGER

Job title: Development Manager

Location: Edinburgh. You may also be expected to undertake some travel around Scotland and the UK in the course of your work.

Reporting to: Convener Scottish Environment LINK's Legal Strategy Subgroup.

Hours/Duration: 21 hours (3 days) per week. This is a fixed-term contract, initially for one year. This post may require some work out of office hours, including weekends, for which time off in lieu will be granted. There will be no payment of overtime.

Salary: £30,000 (pro-rata)

Annual leave: You will receive 25 days annual leave plus 10 days statutory holidays, all pro-rata.

Pension: LINK operates an auto-enrolment workplace pension scheme with the People's Pension.

Other: This role is being recruited alongside a Programme Manager.

Application information

To apply: Please complete the application form, available [here](#), and submit along with a covering letter noting why you are interested in this position.

Closing date: 12 noon Tuesday 1 October. Interviews will be held on Friday 11 October, in central Edinburgh.

Establishing an Environmental Rights Centre for Scotland (ERCS)

Scottish Environment LINK is looking for a Development Manager to help set up and develop a new Environmental Rights Centre for Scotland. This is a rare and exciting opportunity to work with us to create a much needed not-for-profit, public interest, environmental law organisation.

Incubated by LINK's Legal Strategy Subgroup, and having recently secured start-up funding (including a 3 year grant from JRCT; full year one and part of year 2 & 3 costs are covered), we aim to establish the ERCS as a separate organisation within a year. The ERCS will assist members of the public and civil society to use the law to protect the environment, and engage in public education, research, advocacy and litigation to advance the right to live in a clean and healthy environment.

You will work closely with the Programme Manager, LINK's Legal Strategy Subgroup and the new ERCS Board to deliver the vision outlined in our [feasibility study](#).

The purpose of the ERCS is to:

- deliver public legal education to improve understanding of and access to legal rights and responsibilities;
- offer signposting, advice and assistance on planning and environmental law;
- advocate for a legal system that is fit for purpose in the context of environmental rights and responsibilities, including compliance with the UNECE Aarhus Convention; and
- pursue strategic litigation where necessary to secure progress on key environmental issues.

Scottish Environment LINK

[Scottish Environment LINK](#), (LINK), a charity founded in 1987, is the forum and national intermediary for the citizen-led environmental sector in Scotland. Our network has over 37 member bodies with a collective membership of c 500,000, who represent a broad range of environmental interests with the common goal of contributing to a more environmentally sustainable society. Working through LINK's strategic groups on Economics, Governance, Land, Marine and Planning, we influence public policy and its implementation in the public interest, with support from a small core staff team, and strategic oversight from the board of trustees.

Development Manager

You will have strong experience in fundraising and organisational development. You will be an excellent communicator, have a naturally collaborative working style, and will thrive in a small, creative team. A good knowledge of the Scottish environmental and legal context would be a significant advantage.

Supported by and reporting initially to LINK's Legal Strategy Subgroup and subsequently to the new ERCS Board, you will work closely with the Programme Manager to deliver the vision outlined in our [feasibility study](#) of an Environmental Rights Centre for Scotland.

Duties

Through a workplan created with the Programme Manager and LINK and / or ERCS Board you will be responsible for the day-to-day work involved in:

- Developing a strategy and full organisation plan for the phased development of the ERCS and its work;
- Establishing systems for the sound management and day-to-day operation and governance of the organisation;
- Supporting the proper functioning of the Board, and any sub-groups and governance rules it establishes;

- Monitoring and evaluation of ERCS activities;
- Representing ERCS in external forums as appropriate;
- Other reasonable duties, including general administration, to ensure the smooth establishment and operation of the ERCS.

Specifically, you will be responsible for:

- Setting up a separate Scottish Charitable Incorporated Organisation (SCIO) in year 1 and ensuring the organisation meets and maintains the relevant regulatory standards;
- Creating a visual identity for the organisation;
- Establishing and maintaining an online presence including commissioning a website and social media channels as appropriate;
- Researching, developing and delivering trusts and grant funding applications (core and project funding) to secure the budget of the ERCS in years 2-3, with input from the Programme Manager;
- Researching, developing and delivering trusts and grant funding applications and other income sources and development opportunities (with input from the Programme Manager) to build the capacity of the ERCS to deliver its various objectives and develop in line with the vision laid out in the [feasibility study](#), including the addition of an LLP;
- Maintaining existing, and developing new, contacts with funders, updating them on the work of the ERCS, and reporting on implementation of funded activities;
- Keep in touch with developments in fundraising and ensure that ERCS makes use of new opportunities, channels and tools as appropriate;
- With the Treasurer, leading on financial planning of the organisation – maintain oversight of grant income, deliver financial forecasting and budget setting according to income targets, ensure grant funding is spent according to funding bid;
- Ensuring that fundraising is in line with charity law and standards as well as the purpose and ethos of the ERCS.

Person Specification

Essential

- Strong track record of success in fundraising from trusts and grant funders
- Experience of organisational and strategy development
- Excellent writing skills and ability to present ideas creatively and persuasively
- Strong budgeting, financial and project planning skills
- Strong verbal communication skills and ability to communicate complex subjects in a simple manner
- Close attention to detail in written work and project delivery
- Demonstrable commitment to environmental issues
- Strong organisational skills and experience of working to tight deadlines
- Naturally collaborative and a team player
- Strong administration and IT skills

Desirable

- Understanding of environmental justice issues
- Experience of working in the not-for-profit sector
- Experience in a communications role
- Experience of setting up a new organisation
- Experience of working closely with a board
- Understanding of and comfortable with strategic use of social media
- Familiarity with web platforms