**JOB DESCRIPTION – DEVELOPMENT MANAGER, THE LINDA TREMBLE FOUNDATION**

Job Title: Development Manager of a Charity

Hours: Full time with flexibility by agreement and regular evening group support sessions

Based at: Flexible – initially homeworking, potentially office based in future. Some travel around Scotland is required.

Position reports to: Board of Trustees

**The charity:**

The Linda Tremble Foundation is Scotland’s leading community eating disorder charity. We currently support people with eating disorders and their families and carers from Ayrshire, Fife, Forth Valley, Glasgow, Highland, Lanarkshire, Perth and Tayside. It is an exciting time for the charity and, following the appointment of the Development Manager, we will be launching our new brand and website. For a preview, please see **supportedscotland.org/home**

**The role:**

This is a wonderful opportunity for a motivated and well organised self-starter with a drive and passion for helping others to help to expand the charity and maximise its impact. Ongoing training, development and support will be provided.

**Key responsibilities:**

Managing our support services

* The organisation and development of group support sessions for people with eating disorders and their carers and families, currently held by Zoom, and in future face to face.
* The delivery and development of the charity’s 1 to 1 Befriending service.
* Recruit, develop and lead our team of volunteers, both for the group support sessions and for the Befriending service.

Expansion of the charity

* Work with the Board of Trustees to expand the operations of the charity into further geographical areas including Edinburgh and to expand the breadth of services offered.
* Support the Board of Trustees in fundraising for the charity.
* Raise the profile of the charity among the general public and other stakeholders including representing the charity at events.
* Assist the Board of Trustees in developing the charity’s Business Plan.
* Manage the charity’s communications, website and social media strategy to promote and publicise the charity’s work.
* Work collaboratively with other eating disorder charities, health service providers, GPs and organisations to promote and develop the work of the charity.

Efficient operation of the charity

* Be the first point of contact and deal directly with telephone and email enquiries and correspondence from people with eating disorders and their families, members of the public and organisations.
* Attend meetings of the Board of Trustees and provide operations reports for the Board of Trustees.
* Carry out administrative tasks such as keeping accurate data and records to meet the charity's needs.
* Together with the Board of Trustees develop and implement policies for the charity’s good governance and operation, including Safeguarding.

This job description is not an exhaustive list of responsibilities and but just indicates the main ones required of the employee.

Experience and Qualifications:

* Experience of recruiting and leading a team of employees and/or volunteers.
* Understanding and experience of Safeguarding issues
* A good knowledge of eating disorders, or mental health conditions, is desirable.
* Excellent IT skills including management of social media, word processing, spreadsheet, and presentation software.
* Experience of managing budgets is desirable.
* A full, clean driving licence is required

Personal Attributes:

* Excellent interpersonal and communication skills including the understanding and empathy to engage with and support vulnerable people and volunteers.
* Well organised and efficient in dealing with multiple tasks to deadlines.
* Ability to work independently and to use your initiative.
* Ability to learn quickly and adapt.

General Information:

Benefits:

• Salary: £30,000 per annum

• 25 days annual holiday plus 9 bank holidays

• Pension Scheme

• Mileage for own car usage reimbursed in accordance with the charity’s travel policy. It is the employee’s responsibility to ensure that the vehicle is insured for business use.

Application Process:

We do not accept CVs or faxed Application Forms.

During Coronavirus, we only accept e-mailed Application Forms.

Please e-mail completed applications to [secretary@lindatremblefoundation.org.uk](mailto:secretary@lindatremblefoundation.org.uk)

Selected applicants will be invited to attend for interview.

Subject to satisfactory interview and references a selection and appointment will be made from suitable applicants

Timescale:

• Closing date for applications is: **Monday 19th October 2020, 12 noon.**

• Interviews planned for: **Friday 23rd October 2020 by Zoom**

• Anticipated start date: By agreement but expected to be within 5 weeks.