**Scottish Independent Advocacy Alliance**

**Job Specification**

**Title:** Development Manager

**Hours:** 35 per week

**Location:** Edinburgh

**Starting Salary:** £31,000

**Responsible to:** The Director

**Contract:** Permanent

**Annual Leave:** up to28 days per annum (dependent on length

 of service) plus 12 public holidays

**Pension:** 5% employer contribution

**Guiding Values and Principles:** The Scottish Independent Advocacy Alliance (SIAA) requires that every member of staff is committed to promoting the values of inclusion and equality of opportunity. The SIAA expects all members of staff to hold, central to their practice, the ethos and principles of Independent Advocacy, in all its diverse forms.

**Job Purpose:**

To support the Director and Board of Directors in the growth and development of the SIAA as the national organisation promoting, supporting and defending independent advocacy in Scotland.

To lead on specific projects as agreed with the Director.

**Main responsibilities:**

The post holder will:

1. **Management**
2. Work closely with the Director on agreed tasks.
3. Have responsibility for direct line management, objective setting and performance management of staff, providing regular structured support and supervision.
4. Oversee office management including office space, equipment and supplies
5. Take a lead on specific projects within the organisation.
6. Manage the core work and projects of the SIAA.
7. Manage the production of SIAA publications.
8. **Development**
9. Contribute to the further development of the core functions of the SIAA.
10. Support with the development and at times lead on new projects.
11. With the Director and Board of Directors identify and pursue new sources of funding.
12. **Research & Quality**
13. Lead in the development, planning, production of SIAA research.
14. Lead in developing and implementing quality assurance systems and guidance for the advocacy movement.
15. Work with the Director on the promotion and awareness raising of independent advocacy, the principles of advocacy and the role of the SIAA.
16. **Policy**
17. Contribute to shaping national policy, legislation and strategy to ensure that the role and impact of independent advocacy is acknowledged and included.
18. **Monitoring & Evaluation**
19. Further develop effective reporting systems for the SIAA.
20. Monitor, evaluate and report on project activities.
21. **Overarching & Other Responsibilities**
22. Work as part of a team within strategic and individual work plans.
23. Work and manage according to the policies and procedures of the Scottish Independent Advocacy Alliance.
24. Manage supervision, learning and appraisal activities.
25. Contribute to the strategic direction of SIAA through team meetings, working groups, monitoring and evaluation.
26. It is foreseeable, as this is a permanent post that the post-holder may be asked to carry out other duties appropriate to their position to ensure the smooth running of the organisation, and in the absence of the Director.

This job description forms part of your contractual agreement with SIAA. However it is a broad picture of the post at the date of employment and we recognise that posts change and evolve over time.

Person Specification

 Development Manager

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|  | **Essential** | **Desirable** |
| **Knowledge of:** |  |  |
| 1. The role of the SIAA and a commitment to the principles of Independent Advocacy.
 | **x** |  |
| 1. Monitoring and evaluating the outcomes of activities and services.
 | **x** |  |
| 1. The role and structures of the Scottish Government, Scottish Parliament, the statutory and voluntary sectors and how they operate.
 | **x** |  |
| 1. Good practice in staff management
 | **x** |  |
| **Experience of:** |  |  |
| 1. Delivery and practice of independent advocacy
 |  | **x** |
| 1. Equalities/human rights and/or health & social care work
 | **x** |  |
| 1. Leading and managing the development and operations of a service or project.
 | **x** |  |
| 1. Managing, supporting and developing staff (minimum of 3 years)
 | **x** |  |
| 1. Raising public understanding of an issue or cause.
 | **x** |  |
| 1. Gathering, analysing and using information to produce a report or present a case.
 | **x** |  |
| 1. Developing, managing and maintaining monitoring and evaluation systems
 | **x** |  |
| 1. Working in a membership organisation
 |  | **x** |
| **Abilities – both aptitudes and skills** |  |  |
| 1. Working effectively with individuals/ organisations using a wide range of communication skills.
 | **x** |  |
| 1. Ability to be self-administering in terms of IT
 | **x** |  |
|  |  |  |
| **Other requirements** |  |  |
| 1. Able to travel throughout Scotland including occasional overnight stays.
 | **x** |  |
| 1. A commitment to equality and diversity
 | **x** |  |

Jan 2021