

**Head of Development**

Job Description

The Head of Development will be responsible for leading, managing and coordinating the development activity provided by the organisation as agreed by the Board of Directors and Chief Executive in furtherance of the delivery of our Strategic Plan.

The Head of Development will act as deputy to the Chief Executive.

**Responsible to:** Chief Executive.

**Line Management:** The Head of Development will have line management responsibilities for two full time Development Officers and four part time Peer Support Workers.

The main areas of responsibility and duties will include:

* *Developing new activities and services in order to meet the organisation’s strategic priorities.*
* *Managing the current services of the organisation to ensure that a high standard is maintained.*
* *Managing and allocating the work of the development team, allocating responsibilities and tasks to staff to ensure that self-help groups, self-management training and Peer Support Initiative are meeting their planned objectives.*
* *Managing existing and developing new partnership relationships to progress the work of the organisation.*
* *Managing volunteer recruitment, training and support ensuring volunteers are fully supported and operating in accordance with our Volunteer policy.*

**Self-Management Training (SMT)**

* *Ensuring SMT is operating effectively and meeting the needs of members.*
* *Developing the SMT programme and range of training products offered.*
* *Working with the Fundraiser to ensure the SMT programme is funded.*
* *Ensuring the SMT programme is evaluated.*

**Self-Help Groups**

* *Supporting and expanding the self-help group network*
* *Ensuring a suitable recruitment, training and support programme is in place for group facilitators*

**Peer Support Initiative**

* *Ensuring the Peer Support Initiative is operating effectively and meeting its objectives.*

**Raising Awareness**

* *Representing the organisation on external groups as appropriate*
* *Giving talks and provide training on the work of Bipolar Scotland to interested parties*.
* *Assisting in organising and delivering conferences and seminars run by Bipolar Scotland.*
* *Liaising with research bodies and projects*

***Records and Reports***

* *Implementing effective monitoring and evaluation systems for all activities and projects*
* *Participating in supervision in accordance with agreed HR policies.*
* *Contributing to progress reports to the board of directors in line wit the annual business plan*
* *Attending Board meetings as required.*

The Head of Development will adopt a professional manner at all times and will adhere to Bipolar Scotland’s values. Confidentiality of information and data shall be maintained as required by Bipolar Scotland policies and procedures. The Head of Development should be familiar with office procedures and routines, and when office based should assist in day to day office procedures and attend to incoming phone calls and mail as appropriate.

The Head of Development will contribute to Team Meetings and participate in joint work with other staff as appropriate.

The postholder will undertake any other tasks as necessary, and where directed by the Chief Executive.

The post will initially be home based due to current government Covid regulations. In time, the post will be based in our office in Paisley, or a hybrid arrangement to be agreed. There will be a requirement for significant travel throughout Scotland. Some evening and weekend work may occasionally be required.

May 2021