

Introduction

ACOSVO is a membership organisation for voluntary sector leaders in Scotland.

Vision: "Excellent voluntary sector leadership in Scotland"

Our Core Purpose is to:

Support, develop and inspire voluntary sector leaders at all stages in their journey

Advance thinking: ideas and resilience for the future

Strengthen connections, organisations, governance, sustainability and partnerships.

Our Values:

We are passionate, dedicated and committed in all that we do:

- We build respect and trust in the way we work
- We are flexible, adaptable and versatile
- We have an ethos of honesty, openness, integrity, inclusion and sharing
- We are innovative, adaptive and welcome change
- We champion economic, social and environmental responsibility
- We delight in delivering excellent voluntary sector leadership in Scotland through interacting closely with members, non-members, partners, stakeholders and supporters

Diversity and inclusion at ACOSVO

ACOSVO wishes to increase the diversity of its staff and welcomes applicants from all sections of the community, particularly from people with disabilities and people from black and minority ethnic communities, currently under-represented within ACOSVO. ACOSVO offices are currently closed, when open we will be moving to new premises which are fully accessible.

ACOSVO welcomes requests for flexible working, including part-time working or job sharing. If you would like a copy of ACOSVO's diversity and inclusion policy, please contact office@acosvo.org.uk

Terms and Conditions

ACOSVO offer excellent terms and conditions and aim to be a fair work employer.

Probation period: 3 months



Job Title - Sustainability Manager
Part-time, Fully funded for 1 year with hope to extend

Job Title:	Sustainability Manager (Part-time)
Reports to:	Head of Sustainability
Position within Structure:	Management
Salary:	SJC Pt 31 – 33 + 2% cost of living increase (£31,431 - £33,276)
Work Location:	Flexible
Travel requirements:	Occasional travel throughout Scotland
Contract Type:	2-3 days per week; Funded initially for 12 months (3 months probationary period in post); post part supported by Scottish Government - extension dependent upon continued funding

Job responsibility	Required	Job responsibility	Required
People Manager	Line-Manager (LM) as required	Decision Making Authority	As required to deliver ACOSVO Strategic Partnerships and Fundraising activities
Development of Staff	None	Finance/Budget	Delegated budgets to support ACOSVO Strategic Partnerships and Fundraising activities
Membership Development	As part of Team ACOSVO - collectively responsible for delivering membership strategy	Can make hiring decisions	Yes – in coordination with Senior Management
Key Relationships	External: Strategic Partners, Funders, Members; Non-Members; Stakeholders; Internal: Team ACOSVO, Board, volunteers	Assigns resource	As required to deliver ACOSVO Strategic Partnerships and Fundraising activities

ACOSVO Overview/Job Purpose	
ACOSVO Vision	Excellent voluntary sector leadership in Scotland
ACOSVO Aims	Support, develop & inspire voluntary sector leaders at all stages in their journey Advance thinking, ideas and resilience for the future Strengthen connections, organisations, governance, sustainability & partnerships Shape the future of Scotland's third sector by providing every leader with opportunities to
ACOSVO Team Values	Click here.
Job Purpose	<ol style="list-style-type: none"> 1. Identifying and realising opportunities for strategic partnerships and fundraising 2. Lead on relationship management with strategic partners and key stakeholders, engaging with and developing relevant networks 3. Contribute to funding proposals, fundraising applications and bids 4. Promote the work of ACOSVO to support overall sustainability 5. Contribute to planning, operations, governance and admin relevant to the role 6. As part of team ACOSVO contribute to membership growth 7. Deliver high quality service to ACOSVO, its stakeholders, partners and members embodying ACOSVO's Team Values

Job Purpose	Job Responsibilities
1.	<ul style="list-style-type: none"> • Identify, research and develop new strategic partnership and funding opportunities to benefit the work of ACOSVO • Develop effective, relevant and creative proposals and pitches for potential and current partners that accurately portray the work of ACOSVO and establish effective cases for funding • Work with senior managers to develop a strategic programme of building strong, long-term relationships with potential partners/funders.

2.	<ul style="list-style-type: none"> • Manage strategic partnership relationships to consistently deliver mutually beneficial and multi-year partnerships to support our fundraising strategy and priority areas. • Progress current proposals and develop the partnership strategy, securing strategic partners and stakeholder relationships to contribute to meeting financial targets • Build networks, seek opportunities for effective partnership working and effectively engage with internal and external stakeholders to deliver the prospects pipeline and any corporate funded programmes
3.	<ul style="list-style-type: none"> • Work with the Head of Sustainability and Senior Management Team (SMT) to develop proposals and funding applications which meet with ACOSVO priorities and sustainability requirements
4.	<ul style="list-style-type: none"> • Work with the Head of Engagement and SMT to ensure the messaging relating to strategic partnership development aligns with ACOSVO communications • Work to support effective cross team liaison and ensure ACOSVO membership offers are clearly and effectively promoted in all strategic partnership opportunities.
5.	<ul style="list-style-type: none"> • Contribute to annual planning and implementation within wider ACOSVO strategies including resource strategy, sustainability framework and business plan. • Contribute to evaluating and reporting on corporate partnerships and fundraising
6.	<ul style="list-style-type: none"> • As part of Team ACOSVO, meet associated membership growth/income targets through playing part in delivery of ACOSVO membership journey/touchpoints • Contribute to improving member experience to ensure their needs are always ACOSVO primary focus; ensure swift resolution of issues; be innovative & adaptive to member needs in way that enhances ACOSVO's reputation • Maximise full potential of internal and online systems
7.	<ul style="list-style-type: none"> • Champion culture of excellence which focuses on outcomes, maximise use of resources, work collaboratively & actively promote ACOSVO values & ethos • Act as an ambassador for ACOSVO • Inspire, motivate & support Team ACOSVO; recruit, occasionally LM & supervise others to maximise potential and make best use of skills & resources • Lead by example constantly role modelling positive attitude, setting standards in terms of tone & behaviour, showing genuine care & concern for colleagues • Maintain & upgrade professional knowledge & practice through relevant training/research • Perform any other duties as may be reasonably requested

Recruitment

In addition to focusing on job responsibilities, ACOSVO will recruit to meet criteria espoused within our Team Values, person description and core competencies

Person Description

Essential	
Education & qualifications	Educated to degree level or equivalent
Experience & Characteristics	3-5 years relevant professional experience and/or proven experience of fundraising, sales, account management or marketing in a charity or commercial sector. Takes personal responsibility for quality/timeliness of work; adapts to changing context/needs; examines data to grasp issues; influences others to support ideas, programmes & causes; diligently attends to detail; makes timely and informed decisions taking account of facts, goals, risks, constraints; builds & maintains stakeholder satisfaction. Diplomatically handles challenging interpersonal situations; strong networking & negotiating skills; able to reach deals or compromises; knowledge of working at appropriate level across all sectors, strong ethical values. Self-motivated and able to think independently.
Management & Experience	Experience of project management. Manages processes & people to achieve goals: aligns direction and performance with rest of organisation; enables colleagues to grow & succeed through feedback, instruction, encouragement; promotes organisational mission & goals, & shows way to achieve them
Sector Experience	Experience working in a voluntary/public/private sector delivery organisation; knowledge of voluntary sector challenges; able to demonstrate clear understanding of sector
Leadership Knowledge	Contemporary & intuitive knowledge of leadership
Membership / Stakeholder Knowledge	Experience of working in a membership organisation; able to deliver a membership strategy. Strong experience in partnership working and ability to quickly build a strong rapport and effective relationships with a range of different stakeholders
Financial Experience	Evidence of commercial/financial understanding; follows fiscal guidelines, regulations, principles when committing financial resources/processing financial transactions
Technical Knowledge	Knowledge of the principles and methods of corporate fundraising and understanding of the principles of relationship management and supporter care. Applies advanced functional & technical knowledge to process innovation/problem solving; selects/combines appropriate tools/techniques for tasks; sought by others for expertise & knowledge to troubleshoot issues

IT/Systems Knowledge	Excellent IT/systems skills with ability to produce reports, correspondence, statistics and proposals. Able to oversee management of & day-to-day running of ACOSVO IT/associated systems
Communicating & Influencing	Excellent communication/interpersonal skills; conveys ideas/facts orally/in writing using clear language recipient will understand; grasps meaning of information & applies to work situations; understand & learns from what others say. High level of interpersonal skills and experience in negotiating with/ influencing external stakeholders. A confident presenter.
Planning & Organising	Sees big picture; coordinates ideas/resources to achieve goals; manages risks to ensure longer term results achieved; works with stakeholders to meet needs; develop plans from first principle; takes responsibility for communicating / making decisions; pro-active, results / outcome focused
Analysis & Problem Solving	Good research skills, ability to analyse information, has an eye for detail and can present information logically and cohesively Frames problems before trying to solve them; shows insight into root causes of problems, generating range of solutions; test proposed solutions against likely effects; evaluates chosen course of action to determine worth/impact
Desirable	
Sector Experience	Detailed sector working experience
Leadership & Knowledge	Experience of leadership skills & challenges as well as developing proposals and bids to support the delivery & analysis of leadership development, programmes & events

Core, Functional, Leadership & Managerial Competencias

Core Competencies	Level	Functional Competencies	Level	Leadership & Managerial Competencies	Level
Integrity and Ethos	3/Advanced application	Communication and Influencing	3/Advanced application	Strategic Thinking	2 / Skilled application
Planning and Organisation	3/Advanced application	Analysis and Problem Solving	3/Advanced application	Capacity Building	2 / Skilled application
Commitment to Improvement	3/Advanced application	Judgement and Decision Making	3/Advanced application		
Results Driven	3/Advanced application	Financial and Business Acumen	3/Advanced application		
Stakeholder Engagement	3/Advanced application				
Team Collaboration/Understanding	2 / Skilled application				