



## JOB DESCRIPTION SCOTTISH LOVE IN ACTION

**Job Title:** Business Development Manager  
**Salary:** £37,000pa (FTE) 30 hours per week (£29,600pa)  
**Accountable to:** SLA Board of Directors  
**Base:** SLA office, 140, The Pleasance, Edinburgh\*  
*(\*potential hybrid home/office role)*

SLA has worked with local partners in India over the past 21 years to empower vulnerable children and young people to change their lives. We are committed to continuing and expanding our work, having just launched a new project across 3 cities in India. SLA has the benefit of a committed, collegiate and hardworking Board.

Fundraising to achieve this goal is at the core of our business. The Business Development Manager role provides an opportunity to influence every aspect of our organisation. We are looking for an individual with drive, enthusiasm, leadership skills, commercial acumen and a proven track record in fundraising and strategic leadership to help us expand and meet our potential.

The successful applicant will lead a team comprising Fundraising & Events Manager, Communications Officer and Business Coordinator, along with a team of enthusiastic volunteers.

### **Principal Roles:**

- Development of a **Strategic Management Plan**
- Responsible for the **Profit and Loss** of the organisation.
- Development and management of **Communications Strategy**.
- Development and management of a **high performance team**.
- **Management of expenditure in India** and relationships with our Indian partners.
- Responsibility for **Governance**.
- **Ambassador** for SLA.

### **Key Responsibilities:**

#### **Strategic Management Plan.**

- In consultation with the Board and key stakeholders, to develop, implement and review the long-term strategy and objectives.

#### **Overall responsibility for profit and loss of organisation**

- To ensure effective financial management of SLA including forecasts, control of income and expenditure and the identification and management of risks.
- To be responsible for achievement of Fundraising targets. Specific responsibility for corporate fundraising including Trusts, major fundraisers, major donors, regular donors etc....

#### **Development and management of Communications Strategy**

- To be responsible for developing holistic Communications Strategy to be delivered by Communications Officer, including digital marketing, Indian partners, donors, Board and communicating to volunteers.

#### **Develop a High Performance Team:**

- To provide leadership, motivation, support and guidance to the team.
- To ensure all goals and tasks are delivered to a high standard.

**SCOTTISH LOVE IN ACTION** ★ **EMPOWERING VULNERABLE CHILDREN AND YOUNG PEOPLE IN INDIA**

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A registered Scottish Charity: Charity Number: SC030516 : Company Number: SC280397

- To monitor individual performance and implement the charity's appraisal procedures.

## **Management of Indian Expenditure including Relationships with Indian Partners**

- To ensure effective implementation of SLA contracts with partners in India through monitoring and strong relationships ensuring the best use of funds.
- To implement annual review with partners in situ in India with Chair and Depute.

## **Governance**

- To work with the Board to maintain high standards of governance, to allow it to fulfill its constitutional, regulatory and legal requirements, in accordance with the requirements of the Office of the Scottish Charity Regulator ( OSCR)
- To provide appropriate management information to the Board.
- As agreed with the Chair, to develop policy proposals for Board discussion and decision making.
- To work with the Chair to ensure continued engagement and development of Trustees and monitor and contribute to the work of Board sub-committees.

## **Ambassador for SLA**

- Be the 'face' of SLA, embodying the Charity's values at all times.
- Maintain effective networks with all principal supporters and stakeholders, including volunteer networks.
- Link to charitable organisations such as SIDA
- Develop opportunities to expand and promote activities of SLA.

**The Business Development Manager is expected to carry out any additional duties as are reasonably compatible with the role and required by the Board.**

The salary for the post is £29,600, based on 30 hours per week on a FTE of £37,000 p.a. and a pension contribution by the employer of 5% of salary will be made irrespective of employee contribution.

Performance will be reviewed annually by the Chair in the context of SLA's annual appraisal procedure; this will inform decisions made by the Board of Trustees regarding any subsequent increase in salary.

Whilst normal hours of work will be 30 hours per week, over 4 or 5 days (to be agreed), the nature of the post calls for a degree of flexibility and on occasion evening or weekend work. It will be essential that the postholder is able to travel to India annually.

You will be entitled to 28 days holiday per annum (35 days entitlement including 10 days Public holidays pro rata), to be agreed in advance with the Chairperson.

If you would like to have an initial discussion about the role please contact Alison Erlanger, SLA Chairperson at: [alison@sla-india.org](mailto:alison@sla-india.org)

### **To apply**

Please send your CV and supporting statement outlining how your skills and experience fit this role to: [alison@sla-india.org](mailto:alison@sla-india.org)

**Closing date for applications:** Friday 1<sup>st</sup> October 2021.

*See also: Organisation chart*