



## Job Description and Person Specification

### Income Generation and Business Development Manager

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            |                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b> Income Generation and Business Development Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                            | <b>Organisation:</b> Recovery Scotland                                                                                                                                                                                              |
| <b>Reports to:</b> Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Scope:</b> Recovery Scotland's premises | <b>Salary: £31,560 - £34,264 (SPS 35 - 38)</b><br>Normally the starting point would be £31,560 and only in exceptional circumstances, depending on experience (DEO) and qualifications, would a higher starting point be considered |
| <b>Duration:</b> This is a limited-term position until 31 March 2023 with the possibility of further extension depending on the availability of funds and the performance of the post holder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                            |                                                                                                                                                                                                                                     |
| <b>Hours: Full time (35 hours per week)</b> some unsocial hours, including occasional weekend and evening work might be required with the option of partially working from home. There is no overtime for such work and Recovery Scotland's TOIL policy will apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                                                                                                                                                                                                                                     |
| <p><b>PURPOSE OF THE ROLE:</b></p> <p>Working closely with Recovery Scotland's management team, it is anticipated that the postholder will be responsible for:</p> <ul style="list-style-type: none"> <li>• Developing and implementing Recovery Scotland's mid-to-long term fundraising, business development, and communication strategies.</li> <li>• Securing diverse funding streams to ensure individuals who are experiencing addiction and mental health problems are able to receive the support they need to make recovery a reality and realise their potential.</li> <li>• Contributing towards Recovery Scotland's corporate aims in promoting recovery.</li> </ul> <p><b>The main focus of the role will be to;</b></p> <ul style="list-style-type: none"> <li>• Secure funds from charitable trusts, foundations, the Scottish Government and other statutory bodies (approx. 2 days per week).</li> <li>• Develop new and sustainable income streams including community fundraising, local business support and individual giving (approx. 1 day per week).</li> <li>• Identify new business opportunities in order to extend the reach of our services and increase revenue (approx. 1 day per week).</li> <li>• Develop and implement an effective communications strategy and maintain Recovery Scotland's website and social media channels (approx. 1 day per week).</li> </ul> |                                            |                                                                                                                                                                                                                                     |

## MAIN TASKS & RESPONSIBILITIES:

### Income Generation

#### Trusts, grants and statutory

- Lead on and develop trusts, grants and statutory fundraising strategy, working alongside the Chief Executive.
- Identify and research suitable trust, grants and statutory funders, maintaining an up-to-date knowledge of funder's criteria, priorities and initiatives.
- Lead on grant applications to the Scottish Government's National Drugs Mission Funds.
- Prepare and write tenders and grants applications to a variety of funders, in collaboration with the Chief Executive.
- Provide compelling and accurate monitoring and evaluation progress reports and ensure funders receive these within agreed timescales.

#### Fundraising events, community, corporate and individual fundraising

- Prioritise, lead on and develop other feasible new income streams.
- Create a multi-income stream three-year fundraising strategy.
- Working with colleagues, develop and manage new fundraising engagement events.
- Lead on fundraising activities and events for the annual September Recovery Month.
- Lead on fundraising appeals at key times throughout the year.
- Identify and meet with local businesses as prospective corporate partners, delivering clear and compelling pitches.
- Create and deliver a recruitment strategy to secure new individual and community fundraising supporters.
- Ensure all supporters' records are up to date and adhere to GDPR guidelines.
- Create a fundraising development committee to support fundraising efforts.
- Promote fundraising opportunities both internally and externally on social media channels and the website.
- Work with colleagues and service users to develop and execute new fundraising ideas.
- Manage a fundraising database, in collaboration with the Chief Executive.

### Health & Safety Executive (HSE)

- Responsibility for the safety of self & others.
- Provides visible active commitment to HSE – leading by example, acting on HSE concerns.

### Business Development

- Work with the Chief Executive to develop and implement Recovery Scotland's strategic direction in partnership with the board of trustees, all staff and Volunteers.
- Work with the Chief Executive to identify tender opportunities.
- Improve bid to win ratio of tenders.
- Produce focused briefings for procurement officers in the public sector about Recovery Scotland services and activities.
- Secure partnerships where these advance Recovery Scotland aims and increase sustainability.
- Research current and emerging issues affecting addiction and Mental Health to inform funding applications. This will involve direct contact with vulnerable adults.
- Undertake competitor analysis work to increase understanding of competitive environment.
- Research and scope options for growth and expansion.
- Promote service user involvement in developing new services and activities to address unmet and emerging needs.
- Identify national, community, neighbourhood and local resources that can contribute towards improving Recovery Scotland's activities and services.
- Assist in the design, delivery, monitoring and evaluation of Recovery Scotland's activities and services.

### Quality/Governance

- Adhere to Recovery Scotland's managerial, human resources, health and safety and corporate requirements.
- Follow Recovery Scotland's policies and procedures and other national guidelines such as Child Protection Guidelines, Adult Support and Protection Guidance & Procedures and the Scottish Government's Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services.
- Adhere to the Scottish Social Services Council (SSSC) Code of Practice for Employees and to contribute towards Recovery Scotland's compliance with the SSSC Code of Practice for Employers.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Promote Recovery Scotland’s activities and services.</li> <li>• Contribute to developing Recovery Scotland’s brand.</li> <li>• Lead on internal and external organisational communications.</li> <li>• Manage content and user experiences across Recovery Scotland’s website and social media channels, ensuring that the website and social media channels are up-to-date with current, relevant and topical information.</li> <li>• Ensure that Recovery Scotland data and communications are in line with the General Data Protection Regulation (GDPR) 2018 and that all digital project activity complies with Online Safety.</li> <li>• Maintain positive working relationships with local, national and specialist media across sectors including Education, Health, Care and Third Sector.</li> <li>• Oversee and maintain organisational contacts database.</li> </ul> <p><b>Revenue/Budget</b></p> <ul style="list-style-type: none"> <li>• Adhere to Recovery Scotland’s financial management systems, petty cash controls and monitoring processes.</li> <li>• Follow Recovery Scotland’s procedures in handling petty cash and to ensure that petty cash and receipts are secured safely and properly at all times.</li> </ul> | <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Attend internal and external meetings, including supervision, team &amp; management meeting and multi-agency fora and planning groups as required on a periodic and regular basis.</li> <li>• Provide quantitative and qualitative information and submit written reports as required.</li> <li>• Attend relevant training as and when required.</li> <li>• Positively represent Recovery Scotland at various events.</li> <li>• Support the work of the Chief Executive and the Board.</li> <li>• Deputise for the CEO where required.</li> <li>• Carry out any other duties appropriate to the post and organisation.</li> </ul> <p><b>Regularly interface with stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Recovery Scotland Chief Executive</li> <li>• Recovery Scotland Team Leaders</li> <li>• Recovery Scotland Employees</li> <li>• Recovery Scotland Service Users</li> <li>• Volunteers &amp; Peer Supporters of the Recovery Communities</li> <li>• Members of the Recovery Communities</li> <li>• Other partners &amp; stakeholders</li> <li>• Members of the Public</li> </ul> |
| <p>This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employee in this role. Recovery Scotland reserves the right to require employees to perform other duties from time to time. Recovery Scotland also reserves the right to vary or amend the duties and responsibilities of the postholder according to the needs of the organisation’s business, in consultation with the post holder.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## PERSON SPECIFICATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KNOWLEDGE &amp; EXPERIENCE</b><br><i>Essential</i> <ul style="list-style-type: none"><li>• Minimum three years of demonstrable experience and proven track record of successful grants fundraising.</li><li>• Experience of writing tendering applications.</li><li>• Experience of developing, implementing and managing income generation, business development and communications strategies.</li><li>• Experience of leadership including personal development and objective setting.</li><li>• A recognised &amp; relevant professional qualification to a minimum SVQ level 4 or equivalent</li></ul>                                                                                                                                                                                           | <b>Demonstrable through</b><br><br>Application & Interview<br>Application & Interview<br>Application & Interview<br><br>Application & Interview<br>Qualifications record / Certificates               |
| <b>SKILLS, ABILITIES &amp; APTITUDES</b><br><i>Essential</i> <ul style="list-style-type: none"><li>• Excellent written, communication and organisational skills.</li><li>• Strategic development skills.</li><li>• Ability to develop good working relationships with colleagues, the Board of Trustees and external stakeholders.</li><li>• Ability to successfully network with various stakeholders</li><li>• Ability to effectively promote the work of Recovery Scotland within and outside the organisation.</li><li>• Ability to manage a demanding workload and meet deadlines.</li><li>• Ability to recognise and manage one's own resilience.</li><li>• Understanding of and commitment to the Scottish Social Services Council (SSSC) Code of Practice for Employees and Employers.</li></ul> | <b>Demonstrable through</b><br><br>Application<br>Application<br>Application & Interview<br>Application & Interview<br>Interview<br>Application<br>Application & Interview<br>Application & Interview |
| <b>OTHER</b><br><i>Desirable</i> <ul style="list-style-type: none"><li>• In receipt of a driving license and access to a vehicle during working hours.</li><li>• Experience of managing volunteers.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Demonstrable through</b><br><br>Application<br>Application                                                                                                                                         |

April 2022