



## **DEVELOPMENT MANAGER**

### **Application Pack**

**Closing Date: Sunday 22nd May (23:59)**

**The interview process will involve a short written task to be completed on Friday 27th of May and a zoom interview on Monday 30th May.**

#### **Overview:**

Light Up Learning is a Scottish charity which provides 1:1 mentoring for young people who have experienced disadvantage to help them discover a passion for learning. As we rapidly expand the size of our organisation, we have a vacancy for a Development Manager to support the growth and delivery of our service.

#### **Background**

LUL has been successfully operating in partnership with Lasswade High School since 2015 and Castlebrae Community High School since Autumn 2018. Since then, we have expanded into four more secondary schools, with plans progressing for us to work with more schools and increase the number of young people we are working with across Edinburgh and the Lothians.

LUL aims to address both equality and access issues in education, and disengagement in the traditional classroom setting, by creating low-stress, supportive, and playful learning environments for young people who have experienced disadvantage. We place each student in charge of their own learning and give them the resources, opportunities, and contacts they need to achieve their potential. For more information on the organisation's history and mentors, and to read about the inspiring success of our mentees, please visit our website.

LUL is in an exciting growth phase and we are looking to recruit a Development Manager to support the growing administrative workload and assist our Head of Mentoring to support our work in our existing schools and our expansion into new locations.

#### **Role Description**

- Salary: £ 24,000 pro-rata (3 days a week Tuesday-Thursday)
- Location: Working from home but with flexibility to attend in person meetings in Edinburgh and surrounding areas as required.

- Hours: 22.5 hours per week (7.5 hours Tues/Wed/Thu)
- Probationary period: 3 months
- Pension: auto-enrolment
- Duration: Initially the post is for a one year fixed term contract with funding being sought to extend.

As this post may involve occasional meetings with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will process this for you: employment will be confirmed after successful completion of this and any other necessary checks, including references.

## **JOB DESCRIPTION**

The Development Manager role will support the growing administrative workload at Light Up Learning created by our expanding network of schools and will assist the Head of Mentoring and Operations in the day-to-day running of the organisation. The Development Manager will also play a key role in our grant management and fundraising, as well as assisting with our ongoing evaluation processes.

### **The Development Manager will have four key areas of responsibility:**

- Administration: Supporting with the day-to-day administration of the organisation as well as managing and maintaining records of our service take up and evaluation.
- Fundraising: Supporting with fundraising efforts and grant management, including maintaining records, communicating with funders, gathering information for funding bids and monitoring targets.
- Development: Working with the wider Light Up Learning team to achieve our long-term strategy by providing support with events, networking, recruitment and assisting with communication with new partner schools.
- Financial: Assisting with the financial management of the organisation including supporting our processes for invoices and expense claims and providing information for our annual accounts and budget.

The main tasks associated with each area are detailed below.

### **1. Administration**

- To take responsibility for the management and monitoring of our session record system, ensuring that we have consistent documentation of all sessions offered to and taken up by students at our partner schools.
- To maintain our service user records and undertake office administration including inputting new records, updating current records and flagging up any missing data to the relevant school team.

- To provide reports on project activities and outcomes as required, including for grant reporting purposes.
- To support with the collection of paperwork for new students and mentors.
- To assist with data protection compliance within the organisation.

## **2. Fundraising**

- To work collaboratively with the wider team on all fundraising activity.
- To maintain accurate records of individual donors, trusts and grants on our funding database.
- To manage our stakeholder records to ensure that these are kept updated and reports are made to funders in a timely manner.
- To monitor targets for restricted funds and assist the Head of Mentoring and Operations with interim reports.
- To provide administrative support for fundraising campaigns, including printing and posting materials and answering queries from external fundraisers.

## **3. Development**

- To provide administrative support for Light Up Learning events.
- To provide administrative support for the recruitment of new mentors.
- To contribute to the expansion of Light Up Learning's programme in line with our 3-year strategy.
- To work with the Head of Mentoring and Operations to build relationships with new partner schools.
- To assist with developing and maintaining relationships with schools, including meeting with key school staff members, and acting as a representative for LUL.

## **4. Financial**

- To assist with processing day to day staff expenses.
- To be responsible for managing and maintaining our invoice filing system.
- To provide financial reports for funders, staff and board members as required.
- To assist with the annual accounts, providing information from our recording systems as required.
- To assist with budgeting for new projects and services, including for trust and grant applications.

## **5. Other**

- Any other tasks as required by the organisation.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Educated to degree level or demonstrable relevant other experience	
<b>Experience and Knowledge</b>	<p>Experience of prioritising and managing a busy workload to ensure delivery to schedule</p> <p>Strong IT skills and confidence in learning new systems and processes</p> <p>Experience of administrative tasks including maintaining records and databases</p> <p>Experience of gathering, summarising and distributing information</p>	<p>Experience of evaluation processes and analysis of impact data</p> <p>Experience of partnership working and building relationships with stakeholders</p> <p>Experience of working in the charity sector</p>
<b>Skills and Abilities</b>	<p>Excellent organisational skills (including time management skills and a methodical approach)</p> <p>Able to be self-managing and work on own initiative</p> <p>Able to communicate verbally and in writing to a high standard</p> <p>Good level of numeracy</p>	
<b>Personal Attributes</b>	<p>Commitment to the aims and values of Light Up Learning</p> <p>Has a can-do attitude and approach to achieve project goals</p> <p>Forward thinking and able to work closely with other roles in the organisation to build the LUL community in a collaborative, effective and sustainable manner</p>	<p>Passion for youth services/education</p> <p>Open and friendly, with good communication skills, comfortable talking about LUL to people from all walks of life</p>