



# Orkney Money Matters Development Manager Applicant Information Pack

Orkney is in the midst of a cost-of-living crisis which has the potential to plunge large parts of our community into a period of prolonged hardship. According to Scottish Government research, one in ten residents living on our ferry-linked isles have had to make the harrowing choice between heating and eating in the last twelve months.

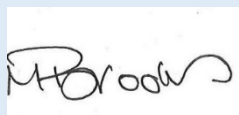
That's why we have facilitated the development of Orkney Money Matters, which seeks to radically transform the way in which people who experience financial insecurity in Orkney are supported.

As a project it embodies everything that is important to us at Voluntary Action Orkney. It was developed in a deeply collaborative way with partners, in a group united by a shared pursuit of dignity and compassion, and it is hugely ambitious, striving to tangibly impact the levels of poverty in our community.

I am excited about the next phase of this work, which includes the creation of this role to provide additional support to the project and our partners. This role will help to strengthen our relationships, with each other and the community, and will provide leadership as we innovate with new approaches in Orkney.

If you are somebody who believes in the power of partnership working, feels comfortable working with uncertainty, and are interested in leading long-term structural change, read on and apply.

**Morven Brooks**

A handwritten signature in black ink, appearing to read 'M Brooks', on a white rectangular background.

*Chief Executive, Voluntary Action Orkney*





# The organisation

## Voluntary Action Orkney (VAO)

VAO supports the third sector in Orkney by providing advice, information and practical services. VAO is a Third Sector Interface (TSI), part of a national network with four main aims:

- Acting as a **central source of knowledge** for Orkney's third sector and community on local and national policy, how it might affect them, and how they can contribute to the policy agenda
- Ensuring Orkney's third sector has a **strong voice** at a strategic level within local and national planning structures
- **Building the capacity** of Orkney's voluntary organisation, community groups and social enterprises to achieve positive change
- **Providing leadership, vision and coordination** to Orkney's third sector to better respond to local priorities, including through partnership and collaboration

You can read more about our aims in our latest strategic plan by clicking [here](#).

## Working for us

At Voluntary Action Orkney we are driven by the pursuit of positive change for our communities. We are flexible and responsive to the needs of our staff, volunteers and partner organisations, and put relationships at the heart of everything we do. We employ twenty-five members of staff and are supported by a team of volunteers. We offer flexible working, and with several externally funded projects and several core TSI roles, offer opportunities for growth and development internally.

## Living in Orkney

With views as far as the eyes can see, stunning beaches and miles-upon-miles of coastline, you'll always find your own space in Orkney. Lying off the northern coast of Scotland, between John O'Groats and the Shetland Isles, Orkney offers unique wildlife, amazing scenery and a real opportunity to experience a wide range of cultural and sporting activities. Orkney boasts state-of-the-art leisure facilities, various clubs and societies, an excellent education system and a strong community spirit.



# The project

## Financial Insecurity and Poverty in Orkney

Orkney is experiencing high levels of financial insecurity and poverty. Scottish Government research shows that one in ten residents of our ferry-linked isles, and one in fourteen residents on Orkney Mainland have had to choose between heating and eating in the last twelve months. This situation is made worse by the fact that large numbers in our community do not know how to access support when they're struggling, and that even for those that do, a large proportion is prevented from doing so by the significant stigma that still exists around financial insecurity in Orkney.

## Orkney Money Matters

We do not think that this situation is inevitable and believe that change is possible. That is why we have created Orkney Money Matters. Orkney Money Matters is a new partnership project which we have developed with a consortium of third-sector and statutory organisations, including Orkney Citizens Advice Bureau, THAW Orkney, Orkney Blide Trust, Orkney Foodbank, Orkney Housing Association Limited, Orkney Islands Council, NHS Orkney, Social Security Scotland and the Orkney Partnership,

The project aims to develop an 'advice-and-cash-first' referral approach - the optimal pathway and support experience for anybody worrying about money. Our referral approach is grounded in a commitment to support people in a holistic, compassionate and joined-up way.

The project will create a no-wrong-issue entry point at Orkney Citizen's Advice Bureau, with the development of Money Matters Links Workers. It will also increase the capacity of the third sector by funding several new frontline roles, within THAW Orkney and Orkney Blide Trust. In addition, the project will support closer partnership working through the creation of data sharing and collaborative working frameworks. Finally, the project will raise awareness of the support available, through a promotional campaign for the general public and the roll-out of a training programme for frontline professionals.

## Our philosophy

In the Orkney Money Matters project we have a shared philosophy. We believe that financial insecurity exists because people don't have enough money to afford the essentials and that therefore the best way to support people is to get cash in their pockets. Emergency food aid provides an important form of support but it is a sticking plaster. The most effective way to help people is to ensure that they have access to effective advice, which addresses the underlying causes of their financial insecurity, and that they are offered cash-based support, which maximises dignity by providing autonomy and choice for the individual.

## Our ambition

We aim to ensure that fewer people in Orkney experience financial insecurity and hardship. As the Scottish Government progresses its work to embed cash-first approaches we want to be a Pathfinder for community-led solutions which can effectively tackle financial insecurity.

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# The role

## Role overview

The purpose of the Orkney Money Matters Development Manager is to manage the overall development and delivery of the project. The primary focus of this role will be to facilitate stronger coordination between frontline organisations and to raise awareness of support among front-line organisations and members of the public. The role will also work to amplify the voices of people with lived experience of financial insecurity. They will work with partners, including the Cost of Living Delivery Group, to support wider partnership activity. The role will be responsible for overseeing project management processes and for securing funding.

## Main duties

### Lead the development of the Orkney Money Matters project

- Nurture the partnership between project partners, building a culture of deep collaboration and trust
- Facilitate the development of shared values, goals and approaches and implement their delivery
- Bringing together the views of project partners, design the next phase of the project beyond the current phase of funding

### Further strengthening cross-partner working

- Further develop information sharing between partners
- Identify opportunities to strengthen referral pathways between partners
- Coordinate shared spaces for delivery partners (e.g., monthly operational meetings)
- Analyse data from delivery partners to understand referral journeys
- Support the development and delivery of the Cost of Living Delivery Group

### Building the capacity of third-sector organisations to raise awareness

- Coordinate outreach activities among delivery partners
- Further develop the 'Money Counts' training, which focuses on enabling organisations to support people with money worries
- When required, deliver 'Money Counts' training sessions
- Deliver outreach to organisations across Orkney to raise awareness of Orkney Money Matters, and wider support and entitlements

### Managing central project communications

- Manage social media presence
- Ensure ongoing coverage in local media and newsletters
- Represent Orkney Money Matters in partnership forums
- Raise awareness of entitlements through campaigns (e.g., Free School Meals or Scottish Child Payment)

### Amplifying the voices of people with lived experience of financial insecurity

- Gather the stories of people with lived experience of financial insecurity
- Coordinate campaigns to challenge the stigma which exists about help-seeking behaviour
- Develop mechanisms for participation in the development of the project

### Overseeing project management processes

- Support partners to gather quarterly monitoring data
- Provide secretariat support to the Project Steering Group
- Oversee the project budget
- Identify and secure future funding for the project

## The candidate

Our person specification is listed below, which describes the skills, experiences and knowledge we are looking for in our ideal candidate.

We recognise that our person specification is broad and that some of these skills and areas of knowledge can be learnt once the person is in post. If you are interested in the role and believe you would be a good fit, but don't meet every requirement on the person specification, we'd still love to hear from you.

You might have developed the skills, experiences and knowledge listed below in paid work, voluntary roles or through personal experiences.

We recognise that we have underrepresented groups within our workforce. As part of our commitment to diversity and equality of opportunity, we are actively encouraging applicants from underrepresented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with lived experience of poverty as well as other under-represented groups in our workforce. We are committed to ensuring the safety and protection of all employees from all forms of harm.

### Person specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"><li>• Understanding of the drivers of financial insecurity in Scotland</li><li>• Understanding of the unique challenges and opportunities surrounding anti-poverty work in Orkney</li></ul>	<ul style="list-style-type: none"><li>• Understanding of the experience of individuals facing financial insecurity</li></ul>
Skills	<ul style="list-style-type: none"><li>• Ability to work in partnership with other organisations to deliver change</li><li>• Ability to problem-solve complex issues involving a range of stakeholders</li><li>• Ability to organise and facilitate training and events</li><li>• Ability to work independently with strong time management and administrative skills</li></ul>	<ul style="list-style-type: none"><li>• Ability to produce high-quality resources and reports</li><li>• Efficient use of IT, particularly Office 365</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience in project management</li></ul>	<ul style="list-style-type: none"><li>• Experience in securing grant funding</li><li>• Experience in leading the strategic development of project work</li></ul>
Disposition	<ul style="list-style-type: none"><li>• Works in an enabling and supportive manner</li><li>• Recognises the limits of their knowledge and experiences, and takes time to learn about the experiences of others</li><li>• Can manage differences in opinion calmly and constructively</li></ul>	



## The details

### Salary

The salary for this role is £32,112.

### Contract

Initially, this is a fixed-term contract for 12 months. We hope to be able to extend the post for longer, subject to securing further funding for the project to continue.

### Location

Ideally, the successful candidate will be based in Orkney. For candidates based within Orkney, we are happy to discuss hybrid working arrangements, though regular travel within Orkney will be required. Our offices are currently located in the Anchor Buildings in Kirkwall, and the postholder will be offered a desk here.

We are also open to the possibility of appointing a candidate who is based outside of Orkney. You will need to evidence a clear understanding of the unique communities in which we operate or have a clear plan for how you will build an understanding once you are in post. If the successful candidate is based outside Orkney, we would expect them to travel to and within Orkney at least once a month. We have a limited budget available to support this travel. Due to the logistics of travelling to Orkney, this arrangement might suit somebody based in Northern Scotland or within proximity to Aberdeen.

### Hours

We are advertising this role as a full-time, 35-hour-per-week post. If you are interested in working fewer hours, or in the potential for a job share, please get in touch.

### Holiday

You will be entitled to 25 days of holiday a year, plus 10 public holidays.

### Pension

We will make a contribution which equals 8% of your salary.

## Further questions

If you have any further questions about the Orkney Money Matters project or this role you can contact Harry Johnson, Project Development Lead by emailing [harry@community-consulting.co.uk](mailto:harry@community-consulting.co.uk) or Morven Brooks, Chief Executive by emailing [Morven.Brooks@vaorkney.org.uk](mailto:Morven.Brooks@vaorkney.org.uk).

## How to apply

If you are interested in applying for this role, please download an application form and submit it no later than **11pm on Sunday 23<sup>rd</sup> April** via email to [hr@vaorkney.org.uk](mailto:hr@vaorkney.org.uk).

If you require any reasonable adjustments to help you make an application, please email [hr@vaorkney.org.uk](mailto:hr@vaorkney.org.uk) or call 01856 872897.

Interviews are currently scheduled to take place on 2<sup>nd</sup> and 3<sup>rd</sup> May. There will be an option for in-person and online interviews.