

Orkney Money Matters Development Manager

Job Description

We've provided more information about the role, the project and what it's like to work with us in our Applicant Information Pack, which you can download from our website. Please note that this Job Description will form part of your contract if you are successful in your application.

Post Title	Orkney Money Matters Development Manager
Contract	Fixed-term, 12 months
Purpose	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 in response to the Cost of Living. The role will be responsible for overseeing project management processes and for securing funding.
Main Duties	<p><u>Lead the development of the Orkney Money Matters project</u></p> <ul style="list-style-type: none"> • 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 <p><u>Further strengthening cross-partner working</u></p> <ul style="list-style-type: none"> ▪ 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 strategic development and delivery of the Cost of Living Delivery Group <p><u>Building the capacity of third-sector organisations to raise awareness</u></p> <ul style="list-style-type: none"> ▪ 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

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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 Child Scottish 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

Accountability The post is accountable to the VAO Board, who is the employer, through the Chief Executive, who is the line manager.

Hours 35 hours per week. No overtime will be paid, but time in lieu is allowed for any hours worked in excess of 35 per week with the prior agreement of your line manager. We are also open to the possibility of a shorter working week or a job share.

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 the 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.

Salary £32,112

Pension A pension contribution equal to 8% of the salary will be paid.

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

Person specification

	Essential	Desirable
Knowledge	<p>Understanding of the drivers of financial insecurity in Scotland</p> <p>Understanding of the unique challenges and opportunities surrounding anti-poverty work in Orkney</p>	<p>Understanding of the experience of individuals facing financial insecurity</p>
Skills	<p>Ability to work in partnership with other organisations to deliver change</p> <p>Ability to problem-solve complex issues involving a range of stakeholders</p> <p>Ability to organise and facilitate training and events</p> <p>Ability to work independently with strong time management and administrative skills</p>	<p>Ability to produce high-quality resources and reports</p> <p>Efficient use of IT, particularly Office 365</p>
Experience	<p>Experience in project management</p>	<p>Experience in securing grant funding</p> <p>Experience in leading the strategic development of project or program work</p>
Disposition	<p>Works in an enabling and supportive manner</p> <p>Recognises the limits of their knowledge and experiences, and takes time to learn about the experiences of others</p> <p>Can manage differences in opinion calmly and constructively</p>	