



**ROLE: Development and Engagement Manager**

**SALARY:** £34,000 - £37,000

**HOURS OF WORK:** Full time (35 hours a week)

**DURATION:** Initially the post is for two years fixed term with possibility to extend.

**LOCATION:** Edinburgh or Glasgow, Regular travel between office locations and to other locations is required. We are trialling hybrid working. Flexible working and TOIL are available.

### **About Clan Childlaw**

Clan Childlaw is Scotland's law centre for children and young people. We are a team and everything that everyone at Clan does to deliver our services and keep things running - from answering the phone to organising a training event, publishing information on our website, running our projects, working on a funding application, representing a child in a Childrens Hearing or responding to a Scottish Government consultation - all helps to protect and strengthen children's rights and improve their lives.

### **What We Do**

- We are lawyers for children and young people representing children and young people in court, at Children's Hearings, and in important meetings working to protect their rights and make sure their voices are heard.
- We offer training and resources and a legal helpline to make the law easier to navigate for people who support and advocate for children and young people.
- We use our knowledge of the law, and experience as practicing lawyers for children and young people, to ask decision makers and lawmakers to change the law and the way the law is used to make sure that children and young people's rights are a reality in Scotland.

## **Our Values**

- **Child-Centred:** Children and young people are at the heart of everything we do.
- **Accessible:** We make sure our services are accessible to children and young people
- **Professional:** Our lawyers carry out legal work for our clients to high professional standards.
- **Practice Based:** All our work is guided by our experience as lawyers working with children and young people.

*"Overall, everything in my life felt better after I got help from my lawyer. The experience had a great impact on me and my situation." **A young person who got help from Clan Childlaw***

## **Purpose of the role**

To assist and support the Head of Operations and Development in the development and delivery of a strategy for new income generation and support fundraising activity in accordance with Clan Childlaw's aims and values.

We are looking for someone who is:

- Passionate about Clan Childlaw's work to improve the lives of children and young people.
- Motivated by exploring new ideas and ways of working that will enable us to increase our reach and impact.
- Experienced in working to bring about positive changes.
- Enthusiastic, with excellent interpersonal and communication skills

## **Main Responsibilities:**

Working closely with the Head of Operations and Development, the postholders main responsibilities will be:

### **Income**

- Implement and manage an income generation strategy which aligns with the overall strategy, aim, vision, and values of Clan. Diversify fundraising streams in new areas to grow income from both unrestricted and restricted sources.

- Play a leading role in the research, preparation, and submission of applications to grants and foundations.
- Manage, monitor, and evaluate the income generation financial budgets and resources.
- Oversee the development and implementation of an effective marketing and fundraising communications strategy that raises the profile of our work.
- Play a leading role in initiating, building, and maintaining positive relationships with supporters, funders, and donors.
- Oversee the development and implementation of analysis and reporting processes on all aspects of communications in relation to marketing and fundraising.
- Remain current and aware of best practice within the charity sector generally and particularly changes to fundraising regulation, legislation, and codes of practice changes to communications innovation, legislation and codes of practice and ensure best practice is adhered to.
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### **Service Delivery**

- Lead on the development and delivery of our training programme, in particular our ***Lawyers for Children*** training programme. This is a high-profile training programme offering essential skills for legal professionals representing children and young people.
- Lead on the development and delivery of our youth participation strategy. Helping Clan achieve our goal of increasing the level of young people's involvement in our work.
- Monitor, and evaluate the performance of our services ensuring delivery aligns with the overall strategy, aim, vision and values of Clan and that feedback from people using our services is used to inform continuous improvement.
- Manage risk in all aspects of service delivery.
- Play a leading role in:
  - development and growth of projects and services, in line with our strategy and plans.
  - development and maintenance of strong relationships with referring and 'partner' organisations and build networks in relevant sectors.

### **Team Responsibilities**

- Become an active member of the organisation and support the overall strategic direction for the charity.
- Act as an Ambassador for the charity at all times.

- Build and maintain good relations with all staff, partners, and stakeholders and involve them as appropriate in delivery.
- Attend and contribute to all internal meetings.
- Support and develop the Development team.
- Play a key role in the cultural development of the charity.
- Compliance and best practice in GDPR and cyber security,

#### **skills and abilities:**

- Previous experience of working in the voluntary or community sector ideally in developing services.
- Can demonstrate creativity and innovation.
- A demonstrable track-record generating funds from trusts and grants and identifying areas for new income generation. This includes building these from ground level.
- Knowledge of business and/or funding planning, including setting, and working to budgets, targets, and plans.
- Knowledge of financial and impact reporting, monitoring, and evaluation.
- Effective communicator with the ability to write reports and proposals in a variety of styles to engage a variety of audiences.
- Strong collaboration and partnerships skills.
- Experience of leading, motivating and managing teams.
- Ability to work on own initiative and in a flexible way to meet the demands of the role and the wider work of Clan Childlaw.
- Knowledge or experience in social enterprise development would be helpful.
- Good technical skills including use of cloud based digital tools and Customer Relationship Management (CRM) and Case Management systems.

#### **What we can offer you**

Clan Childlaw's mission is very important to us, but our people are important too. We recognise the importance of a good work-life balance and a friendly supportive work environment. We offer 33 days annual leave and auto-enrolment into our pension scheme after 3 months service.

Learning and development is important to us and our team. We hope it's important to you too. You will be encouraged to engage in learning and continued professional development.

We have offices in Edinburgh and Glasgow, and you can choose the base location that works best for you. At the moment, our staff are expected to spend a minimum of 30% of their time in the office.

*"I have never worked in such a lovely organisation before! I feel valued, seen and heard as an individual here."* - **A member of the Clan Childlaw team**

*"I love my job at Clan. It's busy and varied and no two days are ever the same. We have a great team here and everyone is really supportive."* - **A member of the Clan Childlaw team**

If you'd like to apply please send your CV along with a supporting statement telling us how your experience and skills would make you a great fit for this for the role and completed copy of our Equal Opportunities form which can be found our website

<https://www.clanchildlaw.org/vacancies> to [HR@clanchildlaw.org](mailto:HR@clanchildlaw.org)

The closing date for applications is: 5pm on Monday 8<sup>th</sup> May.

We expect interviews to take place the week commencing 15<sup>th</sup> May.