

South East Integration Network



Job Description

Job Title:	Development Manager
Location:	SEIN Office in Govanhill, Glasgow
Reporting to:	SEIN Board
Hours of work:	21 hours per week
Contract:	Funded until 30th September 2024, with expected extension*
Salary:	£30,500 Full Time Equivalent

The South East Integration Network (SEIN) is an active network of (at present) 92 community groups and organisations which work across the south east of Glasgow providing services & activities which celebrate diversity & support community integration. We connect our member groups & organisations through monthly meetings and digital platforms; supporting their work, sharing what they are doing & encouraging partnerships.

SEIN's Mission: To connect and support local non-profit organisations who are committed to creating a collaborative and welcoming community in the south east of Glasgow.

SEIN's Vision: To foster a positive, cohesive community, free from discrimination and racism in which people from all backgrounds and cultures are valued and equally able to participate in the community.

SEIN's Values:

- **Connecting** - we actively bring people & organisations together
- **Inclusive** - we ensure that everyone is welcome, heard & able to participate
- **Supportive** - we help, encourage & celebrate the work of our members
- **Open** - we listen and respond to our members' needs

Role:

This role will work closely with our Engagement Manager to co-manage the network. The Development Manager's responsibilities will be primarily internal, while the Engagement Manager's will be primarily external. Together, the roles will ensure that SEIN continues to meet its vision & aims effectively.

The Development Manager will take responsibility for the overall management of our membership strategy; maintaining & building a strong & active membership. They will manage our evaluation & lead on report writing as well as working with our Engagement Manager to develop a fundraising strategy and lead on writing funding applications. Supporting the development of the SEIN Board will also be a key part of this role.

The post-holder should share the values of SEIN & demonstrate the ability to work collaboratively with someone else.

Key responsibilities:

- Manage the overall development of the organisation, in collaboration with the Engagement Manager & Board
- Manage SEIN membership (including development of membership strategy & introduction of membership fees & associate membership)
- Oversight and development of evaluation strategy
- Lead on writing Annual Reports & funding reports

- Develop a financial management plan & fundraising strategy, in collaboration with the Engagement Manager & Board
- Lead on writing funding applications
- Support the development of a strong & strategic Board
- Manage Accessibility Fund (funding-dependent)
- Oversee Resource Library project (supporting the Communications & Admin Officer)
- Respond to requests for support from SEIN members, individuals & other agencies, alongside the Engagement Manager
- Support the Engagement Manager with Network Meetings, Peer Action Groups, training & other tasks as required

Application Notes

*At the time of advertising, this post is fully funded for year 1 & 75% funded for year 2. We are in the process of applying for further funding. The post is funded by The National Lottery Community Fund.

SEIN is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people with the appropriate skills from all parts of the community. If you require reasonable adjustments to the application process & would like to discuss these, please get in touch.

Please send a **CV** and your **completed application form** to info@seinglasgow.org.uk by **12noon on Friday 15th September 2023**.

You will be expected to provide two references if you are invited to interview. Interviews will be held on Thursday 5th October. Interviews will be in person at the SEIN office (the option for an online interview will be available if required).

The start date for the post will be discussed with the successful candidate – we are looking for someone to start as soon as possible after 16th October.

If you have any questions about the application process, or would like to discuss the role, please contact: info@seinglasgow.org.uk / 07955083385

