

**CARERS
TRUST**



**Network
Development
Manager
Recruitment
Pack**

Network Development Manager

Policy, Programmes and Impact

Contract: Permanent
Hours: 35 hours per week (5 days a week, 9 am-5 pm)
Salary: £40,000 - £45,000
Location: Hybrid (Remote working & Carers Trust Glasgow office)
29.5 days annual leave (April-March) plus bank holidays, pension scheme (5% employer contribution), flexible working, and 2 paid volunteer days.

Why this role is pivotal to Carers Trust

The role of the Network Development Manager is pivotal to supporting, developing and sustaining Carers Trust's UK network of local carer organisations. The programme of proactive development and support delivered by Network Development Managers is central to ensuring that all local partners rate the support they receive from Carers Trust as 'excellent' or 'good', through the stewarding of a high quality membership offer, aligned to the needs of local carer organisations. The post holder will be a key strategic stakeholder lead for our network of local carer organisations in Scotland.

About us

Three in five of us are likely to become a carer in our lifetime. There are an estimated 800,000 unpaid carers in Scotland, which includes at least 30,000 under the age of 18. The value of unpaid care provided by carers in Scotland is over £10 billion per year.

Our work in Scotland is multi-faceted. We support our network of local carer centres to deliver a range of services to unpaid carers, including grants for essential goods, respite care, information and guidance, group support and social activities, help with access to education, training and employment and dedicated young carer services. The Carers Trust Scotland team leads on influencing and policy work, runs Scotland wide events, such as the Scottish Young Carers Festival, hosts the Scottish Young Carers Service Alliance, plus runs projects with schools, further and higher education institutes and with mental health providers.

Our strategic vision for 2022-25



Carers Trust works to transform the lives of unpaid carers across the UK. We partner with our network of local carer organisations to provide funding and support, deliver innovative and evidence-based programmes, raise awareness, and influence policy.

We are a forward-thinking organisation about to embark on our 2022-25 strategy, Building a Caring Society, which has several ambitious goals. Carers Trust is working towards a future where:

- Every carer has access to a high-quality local carer organisation
- No carer is pushed into poverty or financially disadvantaged by their caring role
- All carers, regardless of circumstances or stage in life, are able to enjoy a fulfilling life outside their caring relationship

By 2025, we will have:

- Increased the number of unpaid carers accessing our collective services to at least 1.5 million, with greater take-up of support by under-represented groups
- Achieved 100% coverage of UK geographies within our network of local carer organisations, with all our local partners rating our support as 'excellent' or 'good'
- Delivered measurable benefits to unpaid carers and local carer organisations through our policy and campaigning work

Carers Trust values



Our values are at the heart of who we are and everything we do. They inspire our thinking, guide our actions, and ensure we deliver the very best for unpaid carers.

We are Trusted

We work as a trusted partner working collaboratively and building genuine relationships with unpaid carers, network partners and supporters to deliver the services we say we will. We behave with integrity, transparency, and value everyone's contribution to our work.

We are Inclusive

We recognise the value of listening to the experiences of as diverse a group of unpaid carers, network partners and supporters as possible in helping us to meet the needs of unpaid carers in new and exciting ways and to shape services that are truly inclusive.

We are Courageous

We speak up, challenge and act when we see an opportunity or when there is an injustice and want to enable unpaid carers, network partners and supporters to be bold, and seek out opportunities for us to work together to create effective change and suggest innovative ideas for improvements in what we do.

Our benefits



- Health Cash Plan with HSF - basic level provided, an employee can top up via payroll deductions
- 29.5 days annual leave with two paid volunteering days a year
- Perkbox discounts
- Employee Assistance Programme included in the above, giving access to support helplines (including counselling) and discounts
- Life cover 2x salary
- Critical Illness cover 1x salary (permanent staff only, age limits apply, some benefit for children, no benefit for spouse/civil partner)
- Income Protection cover provides 60% of 1x salary (after 13 weeks' absence, age limits apply)
- Season ticket loans
- Flexible working
- Eye tests / Glasses - Employees who habitually use display screen equipment as a significant part of their normal work are entitled to claim for the cost of regular eye tests. If glasses are needed specifically for this work, so at a distance, the screen is viewed, then Carers Trust will refund the cost of a pair of glasses with basic frames/lenses

Our ideal candidate



- Comprehensive experience of business development gained through direct delivery or through an advisory/consultancy role
- Experience of developing strategic programme/work plans and managing their implementation
- Experience of managing and delivering complex projects within a limited timeframe
- Experience of working within a federated, Network or Membership organisation
- Strong interpersonal skills and the ability to work with a wide range of different stakeholders including CEOs, Chairs of Network Partners, Commissioners and Unpaid Carers
- Commercially astute and strategic thinker
- Able to work collaboratively with a range of people from diverse backgrounds
- Excellent influencing, negotiation and facilitation skills
- Sound presentation and / or training skills
- Strong financial analysis skills
- Ability to work with monitoring, quality and evaluation systems
- Strong problem solving skills
- Good level of IT skills - including word, excel and e-mail

Main responsibilities (not an exhaustive list)



- Manage a programme of strategic development work across the Network to support capacity building and service development.
- Be a key strategic point of contact for Network Partners, including management of affiliations, disaffiliations, complaints, risk management and horizon scanning.
- Ensure carers have access to high quality local provision, either by supporting existing Network Partners to expand into new areas or developing relationships and partnerships with existing organisations, working with Network Partners to progress Network Regional Growth plans.
- Undertake due diligence on any potential new members and write relevant reports for the relevant Nation Board for consideration.
- Support the delivery of Quality Reviews, to ensure a high network service offer as well as contributing to ongoing end to end quality and risk management across the network.
- Develop and manage external brokered partnerships with organisations offering specific expertise for Network Partners as part of the Member Offer.
- Support Network Partners to create new relationships and ways of working, implementing peer support by the network for the network.
- With the team, develop and deliver an annual programme of Network engagement events, resources and support, aligned to the Enhanced Member Offer and own areas of expertise.
- Work collaboratively with the wider Network Development team as a whole, sharing ideas, experience and expertise to develop and implement effective and consistent team process and systems.
- Support Network Governance through contributing to Nation Committees and attending Regional Hub meetings to represent Carers Trust as required.
- Develop content for Carers Trust's internal and external communications, in particular Network Partner newsletters.
- Support the directorate and fundraising with Network engagement for programme development and funding bids.

How to apply

To apply, please email your **CV** and **cover letter**, setting out how your skills and experience match the criteria for this role set out in the Job Description, to recruitment@carers.org. The cover letter should not exceed **two sides of A4**.

Suitable candidates will be interviewed on a rolling basis and an offer made when a suitable candidate has been identified. **The role closes on the 23rd of February.**

For an informal conversation about the role please contact Scott Lafferty, Head of Network Futures, on slafferty@carers.org.

Please ensure you download and complete our [Equal Opportunities Monitoring form here](#).



