

Job Title	Head of Resources and Development
Line Manager	Chief Executive Officer
Location	Hybrid working (Home and Dumfries office) with travel
Hours	30 hours per week
Salary	£35,500 - £37,000 FTE

Our organisation

As the Third Sector Interface for Dumfries and Galloway, Third Sector Dumfries & Galloway (TSDG) works with the sector, partners and communities to address key local priorities, build capacity and maximise investment in our region. As part of the national network of Third Sector Interfaces across Scotland, our joint manifesto sets out commitments to enhancing and developing the role of the third sector as a key partner; a focus on place, community and locality; volunteering and the strengths of local people & communities; a fairer and wellbeing-focussed economy.

Some of our services include:

- Helping third sector organisations start, develop and grow.
- Encouraging and involving volunteers.
- Finding suitable funding.
- Creating and delivering sustainable business plans.
- Identifying the best way to manage people and money.
- Building leadership and development capacity.
- Connecting the sector with Community Planning and other local & regional Partnerships.

Effective strategic and operational planning, performance and development are essential to the sustainability of our organisation. We must also maintain a view to the medium/longer-term to help shape our organisation to best support and respond to the needs of the third sector and to play our wider role in effective partnership working.

Job Purpose

The Head of Resources & Development provides the leadership along with sound process, practice and policy on key areas of organisation effectiveness, including financial management & income, people, strategy and business planning, governance, resources and administration. Additionally, this role oversees the development of our fund/grant management practice and some development programmes, accountable for performance, delivery and the impact of their portfolio as well as contributing to the success and development of TSDG more widely.

Main Responsibilities

Financial, Resources & Income Management

- Develop and manage the organisations financial management policies to ensure clear application and governance of financial planning, reporting, processing, purchasing and delegations.
- Coordinate the building and monitoring of the annual and long-term budget with the CEO in line with business and development planning.
- Apply Fair Funding to our cost modelling to ensure cost recovery and a move towards multi-year funding.
- Oversee the building of development proposals to be submitted to funders to ensure cost recovery and the financial sustainability/impact of the models.
- Provide leadership and accountability for the income management process for TSDG, delivering on income objectives and creating capacity to deliver our operational and development priorities.
- Work with the Senior Leadership Team to build the development plan priorities in order to create a fundraising pipeline for TSDG.
- Oversee contract management for facilities and other services.

Organisation Performance and Governance

- Coordinate the development of the Annual Delivery Plan (Prospectus) and liaise with the Scottish Government on the submission, publication and reporting on the plan each year.
- Develop a quarterly review/reporting mechanism where all areas of the organisation submit updated performance and forecast information on delivery of the plan.
- With the Head of Communications and Impact, develop methods of capturing performance measures and the integration of impact measures in our reporting to partners and the Scottish Government.
- Support effective progress reporting on performance at various meeting structures at TSDG, including to the Senior Leadership Group, Lead Officers Group and All Staff.
- Oversee planning, support and advice for the Board, ensuring the necessary reporting, notice and structures are in place.
- Coordinate our Annual Reporting, Audit and AGM processes and delivery.

People

- Ensure that our people/colleague policies and practices remain compliant and in line with our organisation objectives, culture and behaviours, supported by our professional HR Advisors.
- Coordinate updates to policy and practice with the CEO and then with staff groups and the Joint Consultative Group (JCG) where appropriate.

- Ensure the implementation of an effective TSDG induction for all staff, utilising digital and technology options to ensure new colleagues receive the best possible welcome.
- Be accountable for easy access to the latest policies, handbooks and guidance for all staff and ensure that those resources remain the single source and are up to date.
- Develop our organisations people practice with the CEO and, alongside the Head of Communications & Impact, maximise use of our HR technology.
- Provide oversight of our People Development activity, a plan to invest in the development of our colleagues and management of any budget/resource allocation.

Programme Development

- Provide senior oversight and support to developing organisational programmes.
- Support with programme and project development and the transition arrangements for programmes to be integrated, extended or ended as required.
- Ensure robust project and programme management approaches are applied to design, development, delivery and evaluation, working with the Deputy CEO and Head of Communications and Impact.

Leadership, planning, development

- Provide effective leadership and support to colleagues within the direct team and across the organisation, leading with compassion and integrity.
- Directly lead professional colleagues and advisors in finance & resources, funding, people and administration.
- As a senior leader, represent TSDG in a professional, knowledgeable way to build confidence in us.
- Participate in the organisational strategy and planning activities, including leading on the development programmes (planning, resources, outcomes, funding) within the role portfolio and contribute the relevant insights, data and learnings that will inform our future work.
- As part of the Senior Leadership Group, contribute to strategic decisions that will support all colleagues to achieve our ambitions and outcomes.
- Provide constructive and effective feedback where required, demonstrating effective problem solving, decision making and leadership skills.
- Be accountable, transparent, inclusive and fair to play your part in leading our organisation.
- Manage delegated duties and responsibilities in line with policy and in the best interests of TSDG, including delegated decision making and budgets.

Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Skills and experience in effective financial planning, management and reporting	x	
Experience in leading organisational performance and development	x	
Effectiveness in a leadership role	x	
Excellent organisation, planning and prioritising skills	x	
Positive relationship building skills and experience	x	
Effective problem solving skills and experience	x	
Ability to capture and analyse information	x	
Report writing and presentation skills	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to work collaboratively with internal and external partners	x	
Ability to use technology packages like email, document creation and spreadsheets	x	
Experience/understanding of charity finance, reporting, audit and/or governance		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	