

THINK Recruitment



Candidate Pack: Development Manager

Location: Remote with option to work from offices in Jedburgh

Salary: £35,000 - £37,000 per annum (37.5 hour week)

Closing date: Midnight Monday 24th February





**Welcome from
Charles Dundas,
Director at The Borders
Forest Trust**



Thank you very much indeed for your interest in this role and joining our team at Borders Forest Trust.

Borders Forest Trust is an environmental and educational charity established to restore native woodland habitats across Southern Scotland, an area which today has the lowest percentage of native woodlands anywhere in mainland Scotland.

Since 1996, we have been working towards planting woodland, restoring peatlands, and enriching grasslands, as well as many other habitats needed for nature to thrive. By doing this we have made a big difference to the plant and animal diversity of at least 31 square kilometres of the Southern Uplands, and the wider south of Scotland.

Our work demonstrates landscape-scale ecological restoration in action, and inspires landowners, national decision makers, local communities and individuals to embrace and support a more sustainable range of land uses. We work in partnership with a wide range of local and national organisations as well as universities, colleges and schools. We are supported by a committed group of volunteers, supporters and donors.

This is an exciting time in the evolution of income generation at The Borders Trust. We have invested in this new position to bring focus to our fundraising, which to date has come primarily from private donors, trust income, project work and membership fees.

We are looking for a motivated individual who will thrive on the challenge of growth and expansion and grow with us as an organisation. This position plays a key role in the staff team, providing the expertise needed to build our income across all areas, but with a significant focus on corporate partnerships and philanthropy - both significantly untapped areas of potential for us.

This is an exciting opportunity to join a passionate and energetic organisation that has purpose and ambition. I am excited about our work and our plans, as there is vast potential in fundraising to support our amazing work. We just need the right person to help us realise that potential.

Thank you again for your interest, and I look forward to meeting you soon.

**THINK
Recruitment**

The role: Development Manager

This role is new, and as such provides an exciting opportunity for the right candidate to really make their mark and own fundraising success at The Borders Forest Trust.

We have made the decision to invest in our fundraising expertise as our previous approach has been rather ad-hoc, and as the organisation expands we know that is not sustainable. We need strong income delivery to provide long-term, sustainable income so we can achieve our mission.

You will be part of a small and enthusiastic team and will be contributing directly to enabling the restoration of native woodlands and reviving woodland culture.

The post will co-ordinate all of the charity's fundraising activities including;

- Revision of BFT's Fundraising Strategy
- Identification of potential fund sources
- Development and submission of funding applications to charitable trusts and grant bodies
- Individual donor / membership campaigns including new membership recruitment
- Major donor development
- Sourcing and engaging corporate partnerships

For this financial year we are aiming to deliver £100,000 over our base level income from membership and committed funders. We know this is ambitious, and will be relying on this post holder to embrace our ambition, provide the expertise needed to ascertain what is possible, and clarify what support is needed to deliver success

This role needs an enthusiastic, resilient fundraiser with experience of delivering income in previous roles. The role might suit someone who enjoys being a sole fundraiser and owning all aspects of income generation, or someone who has fundraising experience across a couple of income streams who is looking to take on wider responsibility.

If this sounds like you, there is plenty to get stuck into at The Borders Forest Trust.



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Recruitment**

The role: Development Manager



Areas of challenge

Embedding this new role

As much an opportunity as a potential challenge, but we can't shy away from the fact that this role is new and will require energy to embed. We haven't approached our fundraising activity in a strategic and dedicated manner to date.

Fundraising has been the responsibility of many but in addition to their substantive roles. This roles' purpose is to provide focus and clarity, and drive us towards more sustainable, reliable income.

There is incredible support from across the Board who have been pressing for investment in fundraising resource for some time, and the wider team are onboard and understand the need for a professional fundraiser to support their great work.

Accessing information from a geographically dispersed team

Part of the reason BFT hasn't fully realised the potential for income generation through trusts and grants to date, is the need for compelling case studies, projects and reporting info. With no one person having responsibility, this has been an area we have found challenging, compounded by the geographical spread of our team.

This role will require the post holder to proactively build relationships with that dispersed team, to get to know what they do on BFT sites and to create engaging funding propositions from that. Maintaining these relationship will be key for reporting and detailing impact. We anticipate the team being incredibly receptive - we have recently invested in support across our social media output and with them going to the team to source engaging content, we have seen the quality of our digital output skyrocket. We know the same can be said for our team supporting fundraising.



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The role: Development Manager

Areas of potential

Exciting offer for Corporate Partnerships

With increasing focus in the corporate world on how companies can do their part for the environment and sustainability, BFT is well placed to form partnerships with eco-minded organisations for mutual benefit.

There are undoubtedly corporate partners at all levels who could be approached for support. BFT has a good offer for corporate partners and employee engagement including team building days on site, funded tree planting and corporate 'groves'. There is great scope for this post holder to create and develop an engaged pipeline.

Potential within existing membership base

As a membership charity BFT benefits from having a ready-made pool of warm support in our members. However, we haven't done as much as we could have to engage and inspire our members, especially when it comes to uplifting donations and encouraging them to support across other income streams in other ways.

Specific projects with crowdfunder appeal

BFT's current priorities from a fundraising point of view are core funding (unrestricted) and covering costs for the Wild Heart project's significant land-based activity. Our staff are our most important asset, and one of our largest expenses.

However, we recognise that there are specific projects and areas of our work that have the potential to engage and inspire our existing donors to take additional action, and bring new donors to BFT.

In 2023 we ran a hugely ambitious appeal to raise £1 million to cover the costs of buying, planting and managing our Ericstane site. The appeal secured huge support and quickly raised over £700,000, demonstrating the incredible support for BFT and our work that is out there. The final 1/3 of the target has proved more difficult to get over the line, but doesn't take away from the phenomenal success we have seen with this call to action.



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Job Description: Development Manager



The post holder will be a skilled communicator and natural relationship builder. You will be ambitious, proactive and passionate about using your skills to help the charity to achieve its strategic aims.

You will understand stewardship and how to apply it to engage and inspire different income streams, including BFT's important membership base.

You will have the vision and determination required to develop pipelines to successfully engage new donors with engaging cases for support.

Key Responsibilities:

Fundraising Development

- Identifying and applying for funding opportunities from institutional grant giving foundations and other funders.
- Ongoing management of existing donors, and communicating the impact of their support.
- The development of new legacy donations.
- Managing and developing corporate relationships.
- Revising BFT's Fundraising Strategy.
- Marketing and communications around appeals and fundraising
- Working closely with the Finance Manager and other senior staff to understand the financial needs of the organisation.

Membership Development

- Management and communication with existing members, and developing strategies to recruit new members.
- Taking ownership of the Donorfy membership database and making sure BFT are making the best use of the technology.



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Person Specification: Development Manager



	Person Specification
Essential	<ul style="list-style-type: none">• Experience in fundraising; delivering income across different income streams• A keen interest in thoroughly understanding Borders Forest Trust.• Knowledge of digital databases, ideally Donorfy (or a willingness to learn these tools.)• Interpersonal skills and a friendly, enthusiastic, and positive attitude.• Written and verbal communication skills with an eye for detail.• Organisational and time management skills with the ability to handle multiple projects simultaneously.• Ability to work flexibly as required.• Ability to work on own initiative, and as part of a team.
Desirable	<ul style="list-style-type: none">• Experience of target driven project delivery and grant reporting.• Experience in the charity or environmental sector.• A full driving licence

About The Borders Forest Trust

Our Vision

Our vision for Southern Scotland is a place where a rich tapestry of native woodlands and wild places flourish, cared for by volunteers and local communities



Our Strategic Priorities

Increase woodland cover – ‘revive the Wild Heart’

BFT own land so that we can undertake large-scale ecological improvements on it, largely through the planting of new native trees and by restoring upland habitats.

Enhance existing woodlands and associated habitats

Beyond the sites we operate we also engage in inspiring, reaching out to, and advising other landowners, local communities, and professional foresters. We encourage them to embrace this alternative model for land use and conservation. We also engage with other bodies to advocate and promote best practice in restoration and planting.

Enable people of all ages to engage with woodland habitats

A key element of BFT’s work is fostering an interest in woodland culture with local communities. Since 1996 BFT has worked in over 100 sites across the south of Scotland, and with every school in the Borders, pioneering community forestry and innovative woodland education; setting up a sawmill and carpentry workshop; as well as forestry skills development, especially with young people and vulnerable groups

A well-run organisation

BFT’s internal operation is run by a small, dedicated staff team and a board of volunteer Trustees from a range of backgrounds and experiences. We are governed by a Memorandum and Articles of Association which are available on our website. There is an AGM in December every year which allows members to ask questions and vote on who serves on the Board of Trustees.



**Reviving the
Wild Heart of
Southern
Scotland**



Benefits and life at The Borders Forest Trust



Salary

Salary band is £35,000 - £37,000 per annum, based on a 37.5 hour week.
Willing to consider part time working.
Candidates will be appointed along the scale based on level of experience and performance at interview.

Location and travel

This role can be worked remotely, with some attendance at the office in Jedburgh (TD8 6TU) for stakeholder engagement. Equally, there is desk space if candidates would prefer hybrid working.
Travel will be required to visit BFT sites as well as for fundraising engagements, so a full driving license and access to a car is desirable.

Annual Leave

34 days annual leave per year inclusive of Bank Holidays (pro-rata for part time staff). Employees can choose to use bank holidays on alternative days to suit their work/life balance.

Pension

5% employer contribution if matched by 3% employee contribution.

Flexible Working Policy

Focus on outputs and deliverables, rather than strict work patterns.
Employees are empowered to manage daily working patterns to suit their work/life balance and the needs of the business.
Compressed hour working patterns can be accommodated.

Other

- BFT will contribute to membership of a professional body e.g. CloF
- Equipment provided for working from home (laptop, phone etc.)
- Opportunities for continuous learning and development

If you have questions about the benefit package, or if there are policies you would value seeing before continuing in the selection process, please do reach out via recruitment@thinkcs.org and we will be happy to find out the information you need.



Diversity, Equality and Inclusion

The Trust is committed to promoting equal opportunities in all areas of recruitment, employment, training and promotion. It is the Trust's Equal Opportunity, Anti-harassment and Bullying policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, disability, colour, nationality, religion or belief, ethnic or national origin, age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee.



Our employees and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. The Trust shall, at all times, strive to work within legislative requirements as well as promoting best practice.

We value diversity in the workforce as a means of broadening our talent base and achieving the highest level of performance.

Recruitment and Selection

Managers will ensure that no applicant, whether internal or external shall receive less favourable treatment on any of the grounds listed above at any stage of the recruitment process. When interviewing job applicants, managers should ask fair and consistent questions which do not intrude unnecessarily into the candidate's private life. The Trust considers it best practice to avoid questions on a candidate's family commitments or medical history unless they are clearly relevant to the job and are asked of all candidates.

It is good practice to demonstrate that all staff, regardless of background, are potentially suitable for all vacancies, including management positions. All applicants for employment and all employees applying for alternate positions or promotion within the Trust shall be assessed according to their skills, experience and suitability to do the job.

If there is anything THINK Recruitment can do to make any reasonable adjustments to ensure you can engage fully in the selection process please contact Jo McGuinness at recruitment@thinkcs.org for a confidential discussion.

To apply

To express interest in this role, please email recruitment@thinkcs.org with a copy of your CV.



Our Recruitment Manager will have a conversation with all applicants prior to shortlisting.

Rather than requesting candidate submit a supporting statement or cover letter, we will provide interested candidates with 3 short screening questions to answer ahead of the role closing.

Please ensure you get in touch with enough time to have an initial call and receive the screening questions ahead of the role closing.

To help candidates find out more about the role, we can organise an informal conversation with Charles Dundas, the recruiting manager for this role. If you would like to speak with Charles, please flag this during your initial call with THINK Recruitment.

Screening calls with THINK Recruitment	Informal conversations with recruiting manager	Closing date	Interview date	Held for potential second round	Decision by
Friday 31st Jan - Mon 24th February	Time held on 11th, 13th, 18th and 20th February	Midnight Monday 24th February	Wednesday 5th March	Thursday 6th or Friday 6th March	Aiming for Friday 6th March



The Borders Forest Trust will do their utmost to keep the selection process to one stage. However, if a second round is required, this will take the form of an informal conversation with Charles and another member of the leadership team.



The selection process

Interviews will be conducted in person on Wednesday 5th March at Monteviot Nurseries, Ancrum, Jedburgh TD8 6TU.

Candidates will be provided with the interview questions at point of invite.

Panel interviews will be conducted by:

- Charles Dundas - Chief Executive
- Stephanie Young - Chair of the Board of Trustees
- Colin McLean - Trustee

There will also be an informal coffee and chat with other members of the teams following the panel interview.

If you are not Scotland based and might not be able to interview in person on the proposed date please flag this to Jo during your screening call to discuss alternative options.

If there are any reasonable adjustments THINK Recruitment can make to ensure ease of participation in the selection process, please do get in touch. All discussions are confidential.

Thank you for your interest, please do get in touch if you have any questions.



We hope to hear from you soon.

Jo McGuinness

Senior Recruitment Manager - THINK Recruitment
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