

Development Manager

Recruitment pack

SupportED | The Linda Tremble Foundation

February 2025



SupportED: working across Scotland to support all those affected by eating disorders

SupportED is the operating name of The Linda Tremble Foundation. We are Scotland's leading community eating disorder charity.

The charity was set up in memory of Linda Tremble who lost her battle with Anorexia Nervosa in 2011. Her mum Anne, dad Colin and sister Carol all intend that the expanding work of SupportED will be a lasting memorial to a very special young lady who herself did so much to support others.

Since employing its first staff in 2020, the charity has gone from strength to strength and has quickly extended its reach. We now offer our services, in particular our **Support Groups** and **Befriending**, across the country - including Lanarkshire, Fife, Edinburgh and Glasgow.

Sadly, today's reality is that the number of people affected by eating disorders and the need for our services continues to grow sharply.

SupportED's vision is therefore that everyone in Scotland with an eating disorder, or caring for someone with an eating disorder, has access within their community to the support they need to enable recovery, improve their mental wellbeing and reduce isolation.

"I feel forever grateful for this opportunity, my life has honestly been changed for the better"

115+

service interactions in December

2,300+

volunteer hours in 2024

95%

of service users feel less isolated as a result of the support they receive from us

90%

of service users feel they can better cope with the daily challenges they face



About the role

This is an exciting opportunity for a motivated and energetic person with a passion for helping others and for making a real difference to the lives of others.

The Development Manager is the senior staff member within the charity.

The role will involve supporting and guiding our small and highly dedicated team in the delivery of our services and the management of our volunteers, alongside leading the expansion of our work across Scotland.

In this role, the Development Manager will be supported by our highly experienced and committed group of 10 Trustees.

“This is a great opportunity to lead a young and growing charity which is already having a transformational impact on the lives of hundreds of families across Scotland”

The main responsibilities

Enabling a positive and productive working culture

- **Managing our team and our work**

- Ensuring our great staff and volunteers receive the direction and support they need to provide the best experience for our service users.
- Working productively alongside our staff and volunteers to support service users.
- Recruiting the right new people when our income growth allows.
- Monitoring, evaluating and reporting on our support services.
- Managing - professionally and sensitively - enquiries from and communications with service users, members of the public and our friends in related organisations.

- **Working alongside our Board of Trustees**

- Co-ordinating closely with the Board, in particular its co-Chairs.
- Attending and reporting to the bi-monthly Trustee meetings.
- Liaising with our Treasurer over our accounting and financial admin.
- Working with our Trustees to ensure that we continue to operate in compliance with OSCR regulations, charity law and GDPR requirements.
- Contributing, alongside our Board, to our strategic plans and to ensuring our policies continue to meet standards of good governance.

Developing our reach, our services and our income

- Driving the expansion of our services throughout the country.
- Bringing energy to our profile building and to our external communications, website and social media in order to promote and publicise our work.
- Working closely with our professional fundraisers so that we can continue to build income and so extend the depth and breadth of our services.
- Developing our strong relationships with existing funders and supporting our work to explore new and diversified income sources.
- Working collaboratively with key external organisations, including other eating disorder charities, health service providers, GPs and schools / universities in order to promote and develop the work of the charity.

Note: This is the main summary, but not an exhaustive list, of the responsibilities.

Key skills and experience

- Strong listening and communication skills, both verbal and written.
- Proven experience of effective and supportive people management, preferably in a hybrid-remote working environment.
- The ability to take a proactive approach and to drive forward new initiatives.
- Great organisational skills.
- Experience of working in and with volunteer-based organisations.
- An understanding of the circumstances, needs and challenges faced by people affected by eating disorders.
- Ideally, at least two years' experience of working with either children and young people or other vulnerable groups.
- Solid experience of involvement in the preparation of successful funding bids.

Terms of appointment

- **Salary:** £36,000 per annum
- **Contract:** Permanent
- **Working hours:** 35 hours / week, Monday to Friday. We are open to discussing a flexible working arrangement.
- **Location:** Currently based from home in a hybrid model with travel in Scotland and attendance at in-person meetings
- **Pension:** Workplace pension with 4% employer contribution
- **Annual leave:** 25 days + 9 Bank Holidays
- **Wellbeing:** Monthly wellbeing hour to promote personal wellbeing
- **Training & Development:** All our employees are encouraged to be proactive in identifying and receiving ongoing personal and professional development

- **PVG Scheme** – all offers of employment are subject to and conditional upon a satisfactory enhanced disclosure through Disclosure Scotland. SupportED is required to ensure that new PVG checks are undertaken regardless of whether you are part of an existing scheme.
- **References** – all offers of employment are subject to receipt of two appropriate references.
- **Training and Induction** – all employees receive a full induction on arrival at SupportED.
- **Right to work** – all staff are required to demonstrate the right to work in the United Kingdom.

Equal opportunities

SupportED provides equal opportunities for all job applicants and employees and is committed to providing a work environment free of discrimination.

We are dedicated to an inclusive culture, and we strive to create a workplace where teams of people with diverse backgrounds, characteristics, perspectives, ideas and experiences can work together constructively, happily and effectively.

We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities.

To ensure fairness and consistency and to select the best candidate for our roles, all our applications are anonymised up until an interview has been confirmed in order that shortlisting is based solely upon the merits of the candidate's application.

Making an application

To apply for the role, please complete our application form and return to: **ellie.johnstone@supportedscotland.org** no later than **14 March 2025**.

Those shortlisted will be invited to an online interview.

Please use this same email address if you would like to arrange an informal discussion about the role.

