

**Human Rights Consortium Scotland**

**Job Description and Person Specification**

**Business Development and Income Generation Lead**

**Hours**: 21 hours per week (.66 FTE)

Hours can be worked flexibly.

Occasional evening work and travel may be required.

**Term**: Permanent

**Pay**: £38,000 p.a. (FTE) / £25,080 p.a. (21 hrs pw)

**Pension:** 9% employer pension contribution

**Annual leave**: 38 days FTE/23 days pro rata

**Location**: Based at our Edinburgh office space at 66 Hanover Street, Edinburgh EH2 1EL.

HRCS is a hybrid organisation and all requests for flexible working will be considered.

Can include homeworking with at least 1 day per week in Edinburgh office.

**Other terms and conditions as per HRCS standard contract.**

**About the Human Rights Consortium Scotland (HRCS)**

The HRCS ([www.hrcs.org.uk](http://www.hrcs.org.uk)) is Scotland’s independent civil society network which aims to defend and promote human rights for everyone in Scotland and beyond. We work towards two goals:

* To be a strong collective civil society voice on human rights.
* Civil society has what it needs to defend and promote human rights in Scotland.

The Consortium became a standalone organisation in 2020. Now in a period of steep growth in membership, reputation and activity, this is an exciting time to join this young organisation as its first lead for business development and income generation.

HRCS works in partnership with our 230+ member organisations to share information and understanding of human rights, hold events, commission research, develop joint reports, media or submissions - whatever works best - to advocate for human rights and their progressive realisation and incorporation into Scots law.

**Organisational Objectives**

HRCS is a human rights-based organisation, over the next 3 years, we will:

Secure sustainable and independent funding.

Ensure our key stakeholders know who we are, what we do and our impact.

Ensure our annual Human Rights Conference achieves its purpose of highlighting accountability, building connections, and raising awareness of HRCS and our work.

Influence and campaign at Scottish, UK and International levels to ensure that human rights are respected, protected and fulfilled in Scotland.

We will work closely with a wide range of partners including all spheres of Government.

We will ensure that our members have the information and understanding that they need in order to defend and promote human rights effectively.

**Business Development and Income Generation Lead**

**Job Description**

HRCS is proud of its independence and that it receives no Scottish Government core funding. It has a proven track record in developing strong relationships with grant and trusts funders.

The Business Development and Income Generation Lead is a new role for HRCS. It has been created to build on the successes of the Consortium’s current income generation strategy and develop a new one focussed on the long-term and sustainability.

The new strategy must have a focus on diversification of funding linked to creative and innovative business development which embodies and delivers the Consortium’s strategic development in line with its mission, vision and values.

TheBusiness Development and Income Generation Lead’s role is tocreate and implement a robust, resilient and value-based Business Development and Income Generation Strategy to meet current and future financial requirements, both for the core of the organisation and new projects. The Strategy will build on successes to date, maintaining existing relationships with our funders and promote diversification of funding and sustainability.

It is expected that the new strategy will include a mix of applications to trusts, foundations and grant giving bodies as well as voluntary fundraising, corporate and other forms of sponsorship. New and creative ideas will be welcomed if a positive return on investment can be demonstrated.

The Business Development Lead will support the HRCS Director and Board of Trustees to ensure a financially sustainable future for the Consortium. The post holder will be line managed by the Director and work directly with the Board Fundraising Sub-Group and other HRCS staff team members.

All fundraising activities should be in accordance with best practice as detailed in the Institute of Fundraising.

**Key tasks include:**

* Maintaining existing and developing new relationships with major grants and trusts funders and making timely applications.
* Developing relationships with new stakeholders, for example, corporate sponsors, to secure funding.
* Horizon scanning to identify new fundraising opportunities, including opportunities for delivery of services or projects that do not breach the HRCS’s prohibition on Government core funding.
* In partnership with the Director, analysing feedback from HRCS members and the wider human rights sector to identify areas of business development and fundraising for groups whose human rights are most at risk.
* Managing organisational resources effectively at all times.
* Developing and implementing a voluntary Ambassador’s role for HRCS to help promote the organisation and our aims.
* Collaborating with other non-governmental and third sector organisations working in the human rights sector to secure joint projects and shared sources of funding to further human rights work.

**Governance and reporting**

* Reporting to the Director and Board of Trustees on the progress of business development and income generation strategy, including consulting about new opportunities and new methods of fundraising for HRCS.
* Working with the Director to formulate an organisational risk register.
* Working with the Director to ensure reports to funders and sponsors on the work of HRCS are delivered on time and meet reporting requirements.

**Relationships with stakeholders and members**

In addition to developing and maintaining relationships with sponsors, the role will involve maintaining positive working relationships with Government and other interested non-governmental, public and private sector organisations at Scottish, UK and international levels.

Contributing to HRCS as a membership organisation to create opportunities for HRCS staff and members to share their knowledge and expertise in identifying and securing resources for human rights work.

**Working within the HRCS Team**

* Working with other stakeholders to enable rights-holders’ voices and expertise to be heard and ensuring their input to business development and income generation goals.
* Developing the Consortium’s approach and understanding of the human right to participation and the importance of ‘lived experience’ and human rights. Working with members and partners to develop participation projects.
* To support the Director in their role as the ‘public face’ of HRCS, ensuring that key messages are communicated and promoted successfully.

**Other**

* To carry out any other tasks as may be required from time to time under the direction of the Board of Trustees.

**Person specification**

**Knowledge, skills and experience**

**Essential:**

* A demonstrable passion for and interest in human rights and their possible uses in improve the lives of people in Scotland
* Excellent understanding of the external funding environment for non-governmental organisations in Scotland.
* Experience of working in fundraising/business development/income generation in non-governmental/voluntary organisations
* Experience of developing and managing a range of relationships with external funders – whether grants and trusts, corporates and/or members of the public.
* Enthusiastic approach to work, including proactive problem-solving and conflict resolution skills.
* Excellent understanding and/or experience of vital aspects of successful partnership working.
* Excellent interpersonal and teamworking skills
* Excellent oral and written communication skills, able to communicate complex ideas in an accessible and engaging way.
* Ability to organise and manage own workload and ensure that deadlines are met, but also take direction as required.

**Desirable**:

* A proven track record of working closely with senior staff/ a board of trustees to develop and deliver a business development and income generation strategy.
* A demonstrable understanding of corporate financial risk management
* Experience of staff line management

**Values and approach**

**Essential**:

* A demonstrable attitude of continual learning and reflection, that impacts approach to work.
* A passionate commitment to taking a human rights-based approach, including equality, non-discrimination and participation.
* A passionate commitment and determination to see human rights realised for everyone.

HRCS is committed to equality/equity, diversity and inclusion in all that we do and has an anti-racist policy and strategy.

**The application form and Equal Opportunities Monitoring Form should be completed and emailed by Sunday 29th June 2025**  **to** [**admin@hrcscotland.org**](mailto:admin@hrcscotland.org)

**Interviews will be held during the week of 14th July (to be confirmed) either in person or on Zoom.**