Who Cares? Scotland Job Specification

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Director of Fundraising and Development</th>
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<tbody>
<tr>
<td>Salary range</td>
<td>£45,000 - £50,000 (under review)</td>
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<tr>
<td>Hours of work</td>
<td>35 hours per week</td>
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<tr>
<td>Area</td>
<td>Senior Management Team</td>
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<tr>
<td>Base location</td>
<td>Flexible</td>
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<tr>
<td>Responsible to</td>
<td>Chief Executive</td>
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<tr>
<td>Last Update</td>
<td>October 2017</td>
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Introduction

Who Cares? Scotland is Scotland’s only national independent, representative organisation for care experienced people. We represent care experienced people through independent advocacy, membership and influencing work. Our vision is of a lifetime of equality, respect and love for care experienced people. We are a membership organisation that represents children, young people and adults who have experience of the care system in Scotland. We work in partnership with the care experienced population to achieve equality with and for them. We are independent of statutory care and protection services in Scotland which ensures that we have no conflict of interest and can truly represent the needs and interests of care experienced people. A crucial part of our representative role comes from the voices of our Membership as well as the experiences of those we support through our one to one advocacy relationships.

Purpose of the post

As a key member of the Senior Management team, the role will support the Chief Executive in the implementation of our ambitious 5-year strategic plan and oversee a directorate with responsibility for organisational development. The post-holder will focus specifically on ensuring that our organisation can continue to support and serve our members via a motivated and developed workforce, appropriate tools and resources, robust evidence and quality assurance systems, and the development and sustainment of innovative programmes of work delivered in partnership with supportive funders and organisations.

The post-holder will build on the healthy financial position of Who Cares? Scotland and has direct budgetary responsibility for over £1million but, due to the nature of the role, will be ultimately responsible for maintaining a budget of over £4.5million.

This role is vital is making a transformational difference to care experienced young people’s lives in Scotland and beyond. The awakening of the Care Identity within Scotland is liberating a movement of care experienced people that is engaging international interest. The post-holder will be a leader...
on this exciting journey – and if you have the commitment, competence and passion to join us on our journey, we want to hear from you.

Organisational Position

Main Duties and Responsibilities

1. Effectively lead the implementation of our 2018-2022 strategic plan, ensuring that impact of our programmes of work and their success is well evidenced and understood across our stakeholders.

2. Drive the financial sustainability of the organisation by ensuring that strategic ambitions are realised through operational plans which allow us to diversify and grow our funding profile with trusts, grant makers and individuals over the next 5-years.

3. Maintain, develop and implement a diverse fundraising strategy designed to secure targeted annual income, with a particular focus on unrestricted income.

4. Lead on the reporting and relationship management with funders, ensuring that all donors have the narrative and financial information they require, so they are confident in and understand the projects Who Cares? Scotland delivers.

5. Cultivate good relationships with key contacts and major donors to maximise income.

6. Oversee the organisation’s business support function, ensuring that the tools and resources available are supporting the workforce across Scotland and are adequately enabling our programmes to be implemented safely, communicated confidently and with success.

7. Guide the development and use of our evidence, allowing the organisation and supporters to understand the impact of its programmes, the experience of our members and those we represent and the demography of the individuals we support throughout the strategic plan period.


9. Ensure that the workforce is supported to secure exceptional relationships, representation of and successful outcomes for care experienced people via an accessible and understood human
resources function which implements processes, policies and plans with its workforce at the heart.

10. Support the CEO and the Board of Directors to ensure the organisation is governed effectively, adhering to relevant standards and regulations and is effective in monitoring risk.

11. Lead the monitoring and evaluation of quality standards across the organisation in conjunction with SMT colleagues.

12. Deliver quality assured, competitive tenders for Local Authority, Central Government, and private sector contracts.

13. Promote Who Cares? Scotland’s brand and image, generating positive publicity and raising the organisation’s profile.

14. Be an ambassador for Who Cares? Scotland by upholding the staff code of conduct, adhering to policies and procedures and promoting values at all times.

15. Carry out any other duties commensurate with the post as agreed with the Chief Executive

**Communication**

The post holder will have key contacts with:
- SMT colleagues
- Scottish Government.
- Other Statutory and Voluntary Organisations.
- Appropriate funding bodies.
- Corporate organisations and high net-worth individuals

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part. This is especially important at SMT level and the postholder is expected to work in partnership and flexibly with colleagues, minimising the risks of silo working.

**Working environment**

Due to the competence and mandate of its direct reports, this role can be delivered away from the National Office. An average of 2 days per week in Glasgow is needed, combined with home working and using regional offices.

**Attitudes and values**

Commitment to:
- Children’s rights
- Working inclusively with an understanding of equal opportunities practices
- Belief that young people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with young people, empowering them to make decisions about their own lives
- Developing best practice through regular supervision and training opportunities
- Inter-agency, inter-disciplinary working to improve outcomes for children and young people.
Essential knowledge, skills and experience

Qualifications:
- A degree level qualification, or equivalent work experience

Knowledge:
Demonstrable knowledge of:
- Fundraising
- Charity regulation and legal contexts
- The issues affecting young people who are looked after away from home
- Children’s rights
- Current policy and practice in relation to children and young people
- Governance issues working with a voluntary Board of Directors

Skills and Competencies:
- Creativity, imagination and an entrepreneurial attitude towards fundraising
- A proactive attitude, drive and enthusiasm to carry out projects to conclusion, along with a willingness to carry out a range of administrative tasks as required
- Ability to influence others utilising excellent oral and written communication and negotiation skills
- Ability to manage flexible teams of staff to achieve challenging delivery objectives
- Ability to devise and control realistic budgets and keep track of income and expenditure
- Ability to produce accurate financial claims for complex programmes of work
- Ability to work under pressure and manage your time and workload effectively to meet deadlines
- Resilience, particularly when faced with setbacks
- Ability to form positive relationships with a wide range of individuals, particularly children and young people
- Be sensitive to and balance the needs of care experienced people, volunteers, funders and donors
- Ability to motivate others, work collaboratively as part of a team and on own initiative
- Ability to work some evenings and weekends, with possible overnight stays

Experience of:
- Working at a senior level in an organisation or service in the voluntary sector
- Experience of developing and implementing Fundraising strategies
- Experience of meeting financial targets in excess of £500k per annum
- Experience of managing and reporting on multiple budgets with a combined minimum value of £3million
- Leading in the tendering process in relation to Local Authority, Central Government, and private sector funding streams and contracts
- Experience of managing, monitoring and where necessary revising complex projects and work streams to meet objectives
- Proven experience of successfully leading on the development of strategy plans
- Experience of being accountable to funders, boards and other stakeholders for the delivery of complex pieces of work including reporting on progress, performance monitoring and evaluation