

Dunfermline Greenspace SCIO



Development Officer (Funding & Organisational Development)

Job Description & Person Spec

Contract type:	Currently a fixed-term contract from Sept 2023 – Sept 2025 (or agreed start date)
Location:	Pittencrieff House/home working/hybrid tbc
Reports to:	The board of Dunfermline Greenspace SCIO (staff committee)
Salary:	29,245.89 (pro rata)
Hours:	Normally 28 hours per week, 0.8 Full time equivalent
Probation:	3 months

Dunfermline Greenspace SCIO:

Is a newly created, membership-based organisation established to deliver the Dunfermline Greenspace 2030 strategy that can be accessed here [Dunfermline Greenspace Forum - Facebook](#)

Our 2030 strategy will deliver a happier, healthier, greener, and more equal Dunfermline. We will strive to give everyone the opportunity to get involved and benefit from our work. This will better equip our communities to tackle the climate, nature, biodiversity, and health emergencies we all face. Most importantly, our vision is rooted in the everyday efforts of the local people and groups working to make Dunfermline a better place.

Our 2030 strategy will be inspirational and ambitious and will show leadership for other Scottish communities.

Job Purpose:

To lead the organisational development of the SCIO setting up high quality systems, support and develop the new board and develop/deliver an effective fundraising strategy for the SCIO and practical projects.

Key Responsibilities:

Funding and Fundraising

- Develop, review, and update a fundraising strategy for the SCIO to ensure financial sustainability beyond the initial two-year funding support package.
- Assist with funding applications for local greenspace projects as prioritised by the board.
- Work closely with the Development Officer for Community Engagement and Delivery on prioritised projects.

Organisational Development and Systems

- Help establish the office based for the SCIO as directed by the board.
- Provide a point of contact for the SCIO - processing messages, mail, email and tel calls.
- Keep the SCIO website updated on a regular basis.
- Attend board meetings as required and provide secretarial support to board and subgroup meetings.

Dunfermline Greenspace SCIO

- Help to prepare annual reports for the SCIO and the effective and efficient organisation of the Annual General Meeting
- Administer and ensure efficient running of the SCIO's office at all times (including equipment, layout)
- Ensure health and safety, fire guidance and provision are fit for purpose, kept up-to-date and observed by the organisation in its operations.
- Ensure the necessary insurances are held, are up-to-date, and that inventories are regularly reviewed.
- Manage the process for any contracts; IT support; insurance; equipment; accountancy services; etc., ensuring provision is appropriate to current needs.
- Order and manage supplies and equipment for the SCIO office and projects.
- Monitor and report on overall progress on the annual work plan for the SCIO.
- In conjunction with the board, ensure SCIO policies and Staff Handbook are developed and appropriate to need and up to date.
- Maintain and manage the administration of office systems, including both paper and electronic filing systems.

Information Management

- Manage the SCIO's overall systems for information storage and lead on maintain files and record systems, ensuring all staff and board use the systems effectively.
- Support staff and the board to be compliant with the General Data Protection Regulation
- Assist in the preparation of annual reports, Board reports and relevant publications and materials.
- Provide information about the SCIO to members and the public in response to such enquiries, fielding more detailed requests for appropriate staff/board.

Legal

- Manage the SCIO's annual compliance with OSCR and HMRC
- Administer the leases and manage all liaison with landlords for the SCIO's offices.
- Administer agreements for office equipment (e.g., photocopiers, printers)

Board and Partner Liaison

- Report to and agree work programme with the chair or other agreed SCIO board members on a regular basis.
- Develop good working relationships with local authority, potential project partners, elected representatives, etc. to promote the SCIO and ensure smooth delivery of projects.
- Liaise with the media and prepare press releases and publicity material as required to promote the SCIO and ensure smooth delivery of projects.

Other duties

- Assist other members of staff as necessary.
- Undertake all other reasonable duties as may be required.
- Input into the development of the SCIO

Dunfermline Greenspace SCIO

Relationships

Internal: The Development Officer is a member of the SCIO staff team. Close working relationships and regular liaison are essential with the other Development Officer and the board of management.

External: the role is all about building excellent working relationships with the local community, community groups and partner organisations.

Representation

The role is one of the first point of contact for the SCIO.

Terms and Conditions

This is a part-time, fixed-term contract, subject to a probationary period of 8 weeks. The contract will run from 1st Sept 2023 for 2 years. Salary is 29,245.89 (pro rata) (28 hours 0.8 full time equivalent). There is an agreed second year uplift dependent on performance.

The SCIO will make an employer contribution to employee personal pensions of up to a maximum of 6% of basic salary, complementing employee contributions. The pro rata leave quota is based on 33 days' annual leave inclusive of public holidays. The appointee may work the hours over shorter workdays Monday to Friday, or over, less longer work. On occasion it may be necessary to work evenings or parts of weekends, for which time off in lieu will be granted. All approved expenses will be reimbursed. There is a three-month probation period.

Staff training and continued professional development will be encouraged and supported as agreed by the board.

Person specification

Education and Training

Educated to Higher level or equivalent	Essential
Finance, fundraising and/or business administration qualification	Desirable

Knowledge and Experience

At least 3 years' experience of working with a community organisation, business or Social Enterprise.	Essential
At least 3 years' experience of preparing funding applications, strategies and/or organisational development.	Essential
Experience of managing budgets.	Essential
Experience of developing and delivering projects.	Desirable
Knowledge of areas of interest to the SCIO (nature, biodiversity etc.)	Desirable

Dunfermline Greenspace SCIO

Skills and Competencies

Ability to plan and manage workload to meet agreed targets, and to meet deadlines under pressure. Very good interpersonal skills and demonstrable ability to maintain good working relationships in a team and with clients/members.

Strong understanding of contemporary IT environment, options, and applications.

Computer literate with very good experience of MS Office (Excel, Word, Outlook, Share Point and Teams)

Strong communication skills, both orally and in writing

Capability to represent the SCIO throughout the area.

Personal Disposition

Comfortable with the mission, vision, and values of the voluntary sector.

Commitment to high quality work.

Commitment to co-operative working and supportive of other staff.

Professional attitude to confidentiality.

Enjoy working independently and within a small team.

Dunfermline Greenspace SCIO
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