



southern uplands partnership
living land, living community

Recruitment Pack: Development Manager (2 posts)

Full time (35 hrs per week), part-time applications will be considered (Salary £40,000 FTE)

Overview of the Role

This is an exciting time to join the Southern Uplands Partnership, with significant scope to help shape our work as we embark on the next phase in our mission to catalyse rural sustainable development in south Scotland.

We are seeking two experienced Managers, with knowledge of current challenges and opportunities for rural communities and the environment, a passion for tackling the climate and biodiversity crises, and the ability to develop and deliver a portfolio of diverse projects in partnership with communities, land owners and managers, other NGOs and statutory agencies.

Our work is broad-based and cross-sectoral. We welcome applications from people with professional experience in any one or more of the sectors of: agriculture; community engagement/development; environment/ecology; economic development; and the arts, culture and/or heritage.

About The Southern Uplands Partnership

The Southern Uplands Partnership (SUP) works across the south of Scotland. In 2024 we will celebrate our 25th anniversary year and an impressive track record of development and delivery of innovative projects, many of which are now successful independent charities / projects in their own right.

Our charitable objectives are:

- To promote and advance education of the public about working and living sustainably in the Southern Uplands of Scotland, either independently and/or in association with Local Authorities, relevant agencies, voluntary organisations and local residents.
- To guide and encourage the integration of environmental, social and economic land-use policies, the sustainable use and management of land and water and other relevant activities in the Southern Uplands so that they are compatible with considerations of the environment and local communities.
- To promote, protect and conserve the biodiversity of the Southern Uplands of Scotland for the benefit of society.

We have an overall ambition to develop strategic, landscape-defined projects at scale, across multiple communities and local authority areas. Partnership working is at the heart of the SUP approach, and all projects are collaborations with multiple partners including communities, landowners, local authorities, other NGOs and South of Scotland Enterprise (SOSE).

Where capacity allows, we also work on policy, working with others to raise awareness of the interests and distinct needs of rural South Scotland. In particular, we support the [Environmental Alliance of South Scotland](#) and 2024 will see this alliance reinvigorated.



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In 2023 a new Chief Executive was appointed, and during 2023-2024 the organisation has begun a refresh of vision, strategy and objectives, and organisation structure, culture and ways of working.

Role Context

Arising from this ongoing review, two new roles of Development Manager have been created.

As part of a new Senior Management Team, alongside the Chief Executive and Finance and Operations Manager, the Development Managers will explore new ideas and develop new projects in collaboration with partners, as well as manage current projects.

The Development Managers will also help ensure the sustainability of the charity and its commercial services arm (Southern Uplands Partnership Services Ltd), through a combination of income generation, financial and resource management, funding relationships management, and management of people and organisational performance.

Current projects are primarily based in, or focussing on, one of the two local authorities of Scottish Borders and Dumfries and Galloway. However, some projects extend into other areas across the Southern Uplands, including South Ayrshire, East Ayrshire, South Lanarkshire, Midlothian, East Lothian and Northumberland.

Current Scottish Borders/Eastern based projects include: Destination Tweed Connecting Threads; Scottish Borders Climate Action Network (SBCAN); Scottish Borders Construction Forum, Supply Chain and related projects around Retrofit; Talla Hartfell Wild Land Area and the Wild Heart Expansion Project.

Current Dumfries and Galloway/Western based projects include: Dumfriesshire East Community Benefit Group (DECBG), South West Scotland Environmental Information Centre (SWSEIC), and the South West Scotland Coastal Way (SWSCW). More information about these projects can be found on our website www.sup.org.uk.

In addition, there is a pipeline of planned and potential projects, as well as scope to develop new work.

Terms and Conditions

Salary: £40,000 (FTE). SUP does not operate an incremental salary scale, however minimum 3% annual inflationary increases are normally awarded, subject to availability of funds and SUP Board approval.

Contract Duration: Permanent, subject to funding and satisfactory completion of a six month probationary period. As SUP does not receive core funding, its work is largely dependent on its staff raising funds through project development, project management, consultancy and facilitation services.

Contract Hours: Full-time (35 hrs/wk). It may occasionally be necessary to attend meetings outwith normal working hours (for which time off in lieu will be given). No overtime is payable. Consideration will be given to part-time options.



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Pension: There is an 8% employer pension contribution, linked to a minimum 5% (4% with tax relief) employee contribution.

Annual Leave: The annual entitlement is 40 days, including 4 mandatory public holidays.

Location: The place of work is one of the Southern Uplands Partnership Offices:

Studio 1, Lindean Mill, Galashiels, TD1 3PE or

Studio 1, Hillend Mill, Kirkcubright, Dumfries, DG2 8LA

There is a requirement to work in person at the office 1-2 days per week, combined with regular travel across the area of operations for in-person meetings, with flexibility around home-working or hotdesking at partner sites at other times.

It is anticipated the successful candidates will live in the Scottish Borders or Dumfries and Galloway, or be willing to relocate.

Essential Car Use: The rural location and poor public transport links associated with the area necessitate essential car use in the postholder's own vehicle. Mileage will be reimbursed at a rate of (currently) 0.45p per mile.

Flexible Working: SUP operates flexible working hours, meaning that days and hours of work are flexible, provided that they meet the needs of the post and the organisation, comply with Working Time legislation, and are agreed in advance. Some evening and weekend working will be required, and time off in lieu may be taken by agreement.

Job Purpose

The Development Manager will have lead development and operational management responsibility for an assigned portfolio of projects and activities in line with the vision and Strategic Plan for The Southern Uplands Partnership (SUP). This will include developing new project proposals, identifying and applying for funding for new and existing projects, evaluation of project effectiveness and impacts, managing budgets, people and other resources.

The Development Manager will contribute to overall organisational development and operational management as a member of the Senior Management Team (SMT) of SUP and will lead assigned areas of cross-organisation development and improvement.

Principal Duties

1. Development and Operational Management

- As a member of the Senior Management Team of four, (CEO, Finance and Operations Manager, other Development Manager) actively participate in the development of overall SUP strategic and business planning and objective setting.
- Act as an in-house expert within own area of expertise and deep knowledge.
- Work collaboratively with colleagues to identify synergies, overlaps, to share knowledge and expertise, and to build capacity.



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- Set development objectives and funding generation targets for own portfolio of directly managed projects, working collaboratively with employees and stakeholders within those projects.
- Establish effective monitoring, evaluation and learning methodologies and data capture tools for own portfolio of projects that ensure impact assessment of the community and environmental benefit of the projects.
- Manage own assigned activities and projects, ensuring delivery in line with targets and effective resource management and reporting.
- Oversee the operational planning and delivery of other projects within the portfolio, working closely with the employees and contractors responsible for delivery.

2. Funding and Financial Management

- Monitor and research the funding landscape to identify potential funding opportunities for projects and initiatives that are aligned to SUP strategic objectives and within capacity to deliver.
- Draft content and submit funding bids to support the delivery of new initiatives and ensure future funding for existing activities, working collaboratively with colleagues.
- Coordinate, quality check, and oversee the development of funding bids within each project, capacity building project staff to contribute good quality content.
- Submission of tenders or bids for work and delivery of contracts for Southern Uplands Partnership Services Ltd (SUPS Ltd).
- Participate in setting of budgets, working collaboratively with Finance and Operations Manager and Chief Executive.
- Ensure projects and activities expenditure are in line with agreed budgets (internal and funder requirements) and flag any potential over or underspends with the Finance and Operations Manager and Chief Executive.
- Ensure projects and activities are delivering to the funding requirements, and that reports prepared for funders are high quality and submitted on time.
- Draft updates and reports to SUP Board as required.

3. People Management

- Provide leadership and guidance to employees within own area of management, modelling the values and behaviours for SUP, and taking a coaching and capacity building approach..



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- Provide ongoing people and performance management to assigned colleagues, including recruitment, induction and probationary review, regular 1:1 supervision, annual performance review.
- Comply with the HR and employment policies and procedures of SUP in all areas of people management, and refer to the Finance and Operations Manager if requiring specialist HR input or support.
- Deputise for the Chief Executive where agreed and appropriate.

4. Communications and Relationship Management

- Develop and maintain networking relationships with and between partners, local groups and individuals to explore new initiatives in line with SUP charitable purposes and agreed priorities.
- Establish local working groups of interested community groups and individuals to develop ideas into realistic business / project plans.
- Provide appropriate information and support to increase the skills and capability of local communities in relation to business / project development.
- Ensure an active and dynamic social media and web presence for assigned SUP projects and activities (using Facebook, Instagram and Twitter and others as agreed) and in line with the SUP brand and messaging.
- Network with any other relevant agencies in undertaking the duties of the post.
- Represent SUP at external forums and events as delegated and in line with own specialist knowledge and expertise.
- Contribute to effective internal communications, ensuring colleagues at all levels are appropriately informed and engaged.

Person Specification

Knowledge and Qualifications	
• Degree level qualification and/or four years relevant experience	Essential
• Ongoing commitment to Continuing Professional Development	Desirable
• An understanding of current issues facing rural communities, including economic, social and cultural issues	Essential
• Knowledge and understanding of Sustainability issues, including the biodiversity and climate crises	Essential



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<ul style="list-style-type: none"> • Knowledge and understanding of environment, community and/or arts, culture and heritage strategies and emerging initiatives and priorities 	Essential
<ul style="list-style-type: none"> • Knowledge of grant making and funding sources of relevance to the environment, arts, culture and heritage or community sectors and ability to research and develop further knowledge 	Essential
<ul style="list-style-type: none"> • Knowledge of the South of Scotland 	Desirable
<ul style="list-style-type: none"> • Confident and competent computer user with good knowledge of Microsoft office 365, and online sharing apps 	Essential
Experience	
<ul style="list-style-type: none"> • Working with key stakeholders, public agencies, businesses and community groups to develop and deliver projects, priorities and strategies 	Essential
<ul style="list-style-type: none"> • Engagement, awareness arising and promotional activity, including use of social media 	Essential
<ul style="list-style-type: none"> • Developing and delivering projects through effective partnership working 	Essential
<ul style="list-style-type: none"> • Track record of success in submission of funding and tender bids 	Essential
<ul style="list-style-type: none"> • Budgetary management 	Essential
<ul style="list-style-type: none"> • People management 	Essential
<ul style="list-style-type: none"> • Development and delivery of events 	Desirable
Skills, Abilities and Personal Qualities	
<ul style="list-style-type: none"> • Strong analytical and evaluative thinking skills, including ability to assess viability of project proposals and monitor impact 	Essential
<ul style="list-style-type: none"> • Strong planning and organisation skills, including delivery of own projects and activities to time, and oversight of delivery of others 	Essential
<ul style="list-style-type: none"> • Great relationship building, engagement, collaborative working skills both with potential partners and stakeholders, and also internal colleagues 	Essential
<ul style="list-style-type: none"> • Good written communication skills, including funding bid content, reports, and engagement content 	Essential
<ul style="list-style-type: none"> • Self-motivated and self-starter and reliable in delivery 	Essential



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• Committed to own personal and professional development	Essential
• Works well independently and as part of a team	Essential
• Commitment to the aims and objectives of the organisation	Essential
• Commitment to equality, diversity and inclusion	Essential
Other Requirements	
• Flexible approach to work duties	Essential
• Driving Licence and access to a vehicle	Essential
• Observe requirements for confidentiality	Essential

Application Process

If you have any questions before applying or wish to arrange an informal discussion of the role with Cara Gillespie (Chief Executive), please contact recruitment@sup.org.uk.

To Apply

Please provide:

- A current CV, and
- A covering letter, indicating your reasons for applying and outlining how your knowledge, skills and experience relate to the Person Specification.

Please submit by email to recruitment@sup.org.uk by **10 am on Monday 3rd June 2024**.

Interviews will be held on Monday 24th and Tuesday 25th June 2024.

We are able to accept applications in alternative formats. If you have any form of access needs, please not hesitate to contact us to discuss your requirements.