



Job Description

Head of Development

Hours per week: 35

Contract type:

Location: Academy Office Park, Glasgow, hybrid with regular travel

Reports to: Director of Development

Line Management Responsibility: currently 2 direct reports

Financial Accountability: Medium

Job Summary

The Head of Development will manage the delivery of includem's contract management and fund management actions, including the tendering and proposal process. Reporting to the Director of Services in the achievement of the organisation's strategic objectives, the post holder will manage two staff; Contracts Manager and Funding Manager.

The Head of Development will ensure that includem's interests are represented in appropriate forum and actions, ensuring that existing, new and potential pipelines of funding are developed and secured. As a member of includem's senior management team, the post holder will contribute to strategy development, risk management and governance.

The Head of Development will support the Director of Services in designing and delivering tendering and funding strategies to meet emerging needs and challenges.

Key Responsibilities

The key responsibilities of the Head of Development include, but are not limited to:

- Working closely with Director of Services to deliver the agreed five year strategy to develop strategies and plans to strengthen and diversify revenue streams to meet the charitable objectives.
- Lead the organisation in the delivery of tenders and funding responses.
- Direct line management and support of two staff.
- Ensure contractual/fund reporting commitments are delivered effectively.
- Work with other teams/team members to ensure the organisations strategic objectives are met.



- Planning and monitoring the delivery of projects, with competing demands and tight timelines.
- Identifying risks and opportunities and proposing solutions to the Director of Development where appropriate.
- Working with the wider includem teams to identify, define and develop new service proposals.
- Develop opportunities in Local Authority areas not currently supported.
- Lead on horizon scanning and review competitors/sector funding arrangements and tender opportunities.
- Attendance at forum and events in achievement of organisational objectives.
- Support the Director of Services in the creation and delivery of strategies to further the charities objectives within the remit of this role.



Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
Technical Skills, Knowledge, and Experience	<ul style="list-style-type: none"> • A minimum of 3 years' experience in business development activities. • Knowledge and experience of using appropriate portals – PCS Tender/Public Contracts Scotland OR • Knowledge and experience of fundraising, including managing relationships with Trusts/Foundations. • Evidence of building and growing sustainable relationships with stakeholders. 	<ul style="list-style-type: none"> • Experience of supporting end users in service delivery position. • Experience of working as part of a team delivering tenders, funding proposals and fundraising activities. 	<p>Application process</p> <p>Individual interview</p>
Education / Qualifications	<ul style="list-style-type: none"> • Qualified or skills and experience at SCQF Level 10. • Evidence of continual professional development – sector/role relevant training. 	<ul style="list-style-type: none"> • Membership of professional body(ies). 	<p>Application process</p> <p>Individual interview</p>
Other Requirements	<ul style="list-style-type: none"> • Good organisational skills, with evidence of achieving complex tasks within agreed timescales. • Excellent communication, networking, and strong relationship building skills. • Excellent written and verbal communication skills. • Excellent IT skills, including proficient use of Microsoft packages and databases 		<p>Application process</p> <p>Individual interview</p>

Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.



I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	