

The Sauchieburn Centre  
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Bannockburn  
Stirling  
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01786 813338

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January 2012

### **Development Manager Post**

Dear Applicant

Thank you for your interest in the post of Development Manager.

Bannockburn Group of Riding for the disabled is an independent Scottish Charity SC004549 and a company limited by guarantee SC339433. The group provides horse riding, carriage driving, equestrian vaulting and more for children, young people and adults with a wide range of disabilities and special needs. The aim of Bannockburn Riding for the Disabled Group (BRDA) is *'to enhance the lives of clients, to benefit their health and well-being and to support the fulfilment of personal potential'*, achieved through fun, therapeutic equestrian activities, such as: horse riding: equestrian vaulting: carriage driving and horse care. We also have an on-going programme of recruiting and training volunteers, offer supported employment/work experience, offer training/assessment for exams & qualifications and provide alternative education for 'hard to reach learners' including crisis management.

### **The role of Development Manager**

Our charity is developing its services and the Board of Trustees seeks to recruit an experienced, motivated and committed person to help us support the work of the charity. We are looking for an individual with a wide range of skills and experience who would work to improve the charity's service delivery in Stirling and surrounding areas and take the lead on strategic and operational plans.

### **Equal Opportunities**

As a non-political, non-denominational and non-judgemental organisation we are committed to equal opportunities and encourage applications from all sectors of the community.

### **Disabilities**

We welcome applications from people with disabilities. Please inform us on the application form how we can make reasonable adjustments for you.

### How to apply

Please apply by completing our application form and returning it via email to Lucy Fraser (secretary@bannockburnrda.org.uk) with the subject line "Development Manager Application". Closing date for applications is **Friday 3<sup>rd</sup> February 2012 at 12pm.**

### Terms & Conditions

Employer:	Bannockburn Group of Riding for the Disabled
Accountability:	Bannockburn Group of Riding for the Disabled Board of Trustees
Line Manager:	Nominated Trustee
Workplace:	Sauchieburn Centre, Sauchie Estate, Stirling
Working Hours:	40 hours per week ; flexible working hours
Annual Leave	Statutory holidays
Salary:	£31000 - £37500 per annum
Term:	Initial 23 month contract, extension dependent on funding
Disclosure:	PVG check required

### Further information

Please find attached:

- Job Description
- Person Specification
- Job Application Form

For more information regarding any aspect of the post or about the work of Bannockburn Group of Riding for the Disabled please feel free to contact Lucy Fraser by email: secretary@bannockburnrda.org.uk

Closing date for applications: **Friday 3<sup>rd</sup> February 2012 at 12pm**

We look forward to receiving your application.

Lucy Fraser  
On behalf of Bannockburn Group of Riding for the Disabled Trustees

## **DEVELOPMENT MANAGER**

### **Job Description**

**NAME OF EMPLOYER:** Bannockburn Group of Riding for the Disabled

**JOB TITLE:** Development Manager

**RESPONSIBLE TO:** Nominated Trustee

**SALARY:** £31000 - £37500 per annum (depending on experience)

This is a full-time post – 40 hours per week

This post will require flexible working which could involve evenings & weekends

**PLACE OF WORK:** Sauchieburn Centre, Sauchieburn Estate, Stirling

### **JOB PURPOSE**

The job is pivotal to the success of the organisation. It combines the development of the organisation itself, with the development of its profile and links with other organisations. There is a requirement for long term strategic work as well as direct involvement with staff, volunteers and client groups. The post-holder is the senior employee of Bannockburn Group of Riding for the Disabled and overall manager of the staff team and volunteers.

### **MAIN TASKS AND RESPONSIBILITIES**

- Leading the implementation of the work outlined in Bannockburn Group of Riding for the Disabled strategy and business plans, reporting on progress to the Trustees, reviewing and rolling forward the plans.
- Provide line management for staff team.
- Lead the volunteer programme; ensuring attraction, recruitment and development of volunteers is managed effectively.
- Ensure our vision and strategy underpins all our development opportunities.
- Ensure that the necessary systems are in place for delivery of sustained funding, including planning and budgeting of the organisation and its projects.
- Liaising with funding bodies, seeking out new opportunities for income generation, co-ordinating fund-raising activities, submission of funding applications and overseeing funding reporting arrangements.

- Building and sustaining relationships with other organisations and professional groupings and educational accredited courses (for example, RDA groups, therapeutic practitioners and social work/care professionals) where joint or partnership working may be a possibility.
- Representing and promoting Bannockburn Group of Riding for the Disabled at special events, demonstrations, conferences, meetings to further the development of the organisation and to widen public awareness of the benefits of what it does.
- Developing and implementing employment processes and procedures including staff management/support/supervision, CPD and appraisal, arrangements for staff recruitment.

#### PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional/educational qualifications	Degree or equivalent professional/vocational qualification	
Experience	Recent leadership experience. Experience of working in the charitable sector. Proven ability in securing funding for charities.	Experience of partnership working. Project management experience. Experience of managing volunteers
Skills and abilities	Excellent oral and written communication skills including use of Microsoft Word, Excel and PowerPoint. Proven ability to plan for a business/charitable organisation. Excellent inter-personal skills Full driving licence.	Skills in evaluation and evidencing organisational aims.
Knowledge	Understanding of funding sources in the charitable sector. Understanding of budgetary controls. Knowledge of the voluntary sector.	Basic knowledge of horses
Values, attitudes and personal qualities	Commitment to working inclusively with people of all ages and with a range of disabilities. A positive, enthusiastic and confident team leader.	



## FURTHER AND HIGHER EDUCATION QUALIFICATIONS

Name of University/College	Qualification	Subject	Date gained

## PRESENT EMPLOYMENT (OR MOST RECENT EMPLOYMENT)

Name and address of Employer: _____ _____ _____ _____ _____	Job title: _____
	Date started: _____ Reason for leaving (if applicable): _____
Nature of business:	Salary and other benefits: _____

Main duties and responsibilities:

## PREVIOUS EMPLOYMENT

List in order, with most recent first, and include any periods of unemployment.

Name and address of Employer	Job title and main responsibilities	Date from Day/Month/Year	Date to Day/Month/Year	Reason for leaving

## MOST RELEVANT EXPERIENCE / REASON FOR APPLYING

Please demonstrate in this section how you meet the criteria for the post, as outlined in the Person Specification.

Please also explain your reasons for applying. Shortlisting will be based upon how well you demonstrate your ability to meet the essential and desirable criteria.

## DISABILITY

Bannockburn Group of Riding for the Disabled welcomes applications from disabled candidates.

Do you consider yourself to have a disability?      Yes       No

If yes, what, if any, types of aids, adaptations, equipment or special arrangements would you require to help you do this job?

## REFERENCES

Please give the names of two referees, one of whom should be your present employer, and one character reference. If you are currently not working, one referee should be your last employer.

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

May we contact your present employer for a reference before any job offer is made to you?      Yes       No