

DEVELOPMENT OFFICER North Scotland

Position:	Development Officer (North Scotland)
Responsible to:	Director Scotland
Location:	Aberdeen (home based with travel primarily across North of Scotland, but including the rest of Scotland on occasion)
Hours:	Full time (37.5 hours per week)
Duration:	3 yrs. (fixed term, dependent on funding continuation)
Salary:	£20,000-£25,000 per annum (depending on experience)

JOB SPECIFICATION

General

The Development Officer is a creative development role involved in a wide range of areas including fundraising, partnerships and concert delivery to strengthen and build our presence and delivery in the North of Scotland. Working to the Director Scotland and with the wider team, the focus will be on strategic areas of importance where need is identified in Aberdeen, Inverness, the surrounding areas and throughout the Highlands and Islands.

Key areas of activity:

- **Increase and develop capacity to deliver live music programmes in this area** to support our aim to reach as many beneficiaries as possible in order to meet need.
- **Identify and secure funding** to enable our delivery in these priority areas and for sustainability.
- **Raise awareness of our work across local communities** in these areas.
- Provide ad hoc support for our outreach **tours** working closely with the concerts team as required.

Specific Duties

- Audition, engage and support local musicians working closely with the Concerts Manager, supporting creative talent in the area and addressing gaps in our creative base for project delivery.
- Organise and manage local auditions as and when required by the Concerts Manager and Director Scotland.
- Support the Concerts Team and Director Scotland to develop existing partner relationships and respond to new referrals received from venues and identify beneficiary groups who could benefit from live music access, widening reach.

- Raise funds to support local North delivery maximising relationships through approaches to charitable trusts, foundations, creative arts funders, statutory bodies, corporate entities, companies and individuals.
- Prepare and draft proposals to identified new funders in collaboration with the fundraising team.
- Build on our existing local volunteer network recruiting and supporting new volunteers based locally and supporting increased community fundraising activity.
- Developing specific projects and submit bids in relation to beneficiary need and priorities identified by the Concerts Team and Director Scotland to facilitate concert delivery in line with targets.
- Raise the profile of the charity through community initiatives, marketing and communication channels including social media and the press/media in collaboration with Director Scotland and Communications & Engagement Officer.
- Develop and manage a regional committee, and facilitate regular meetings.
- Organise and manage local community and corporate fundraising events and activities enabling responsiveness to opportunities.

Relationship with Funding Bodies

- Assist in the development and maintenance of relationships with regional and local funding bodies.
- Prepare reports and appropriate feedback to funding bodies.
- Ensure all new income is recorded on our database through the central team and acknowledged accordingly.
- Steward and support donors and identify new local relationships in order to attract new income opportunities.
- Support engagement of existing supporters and funders as required bringing them closer to our work in the area, helping to strengthen and build relationships with our supporters.
- Develop local relationships and partnerships with health trusts and local interest community groups.

Relationship with the Fundraising Team

- Work with the wider MiHC team on joint bids, appeals and projects.
- Assisting with fundraising events, as required.
- Contribute to fundraising strategy focusing on North areas of priority and conduct research to identify potential funders working closely with the wider fundraising team, Director Scotland and Head of Fundraising & Partnerships.
- Maintain communication and cooperation with other Development Officers and Fundraisers within the charity to facilitate maximum efficiency in relation to grant applications.

Relationship with the Concerts Team

- Work closely with the Concerts Manager and team on musicians needs and engagement and on funded projects.

- Assist Concerts Team in developing new avenues for wide reach across the North of Scotland and act as the personal representative where needed for MiHC musician tours in North and West of Scotland as required.
- Liaise with the Concerts Administrators in the Edinburgh office to ensure strategic delivery of concerts and to assist in the administration of concert delivery.
- Ensure all details of funded projects are passed to the Concerts Team including:
 - Amount.
 - Purpose.
 - Time frame in which funding is to be applied.
 - Any specific promotional requirements to be applied.
 - Any specific information required on the feedback forms in order to meet project specific objectives.
- Ensure monitoring of restricted funds unspent and liaise with the Concerts Team to ensure delivery.

Quality assurance duties

- Attend concerts periodically in order to enhance reporting to funding bodies.
- Monitor feedback to ensure funding body objectives are being met.

General

- Contributing to publicity, awareness and community initiatives.
- Managing specific projects when required.
- Any other tasks allocated by Director Scotland, Head of Fundraising & Partnerships or Chief Executive.

Experience	Essential	Desirable
<ul style="list-style-type: none"> • Creative project development and management experience ideally within arts in health 	✓	
<ul style="list-style-type: none"> • Voluntary sector experience 		✓
<ul style="list-style-type: none"> • Proven experience of successfully generating income from trusts and foundations and/or grant funders, businesses/community and statutory partners 	✓	
<ul style="list-style-type: none"> • Experience of creative proposal writing combined with the ability to demonstrate clear outcomes and impact to attract support 	✓	
<ul style="list-style-type: none"> • Demonstrable experience of managing relationships and volunteer engagement 	✓	
Knowledge and Ability		
<ul style="list-style-type: none"> • Music interest/background to support involvement of musicians 		✓
<ul style="list-style-type: none"> • Local knowledge of landscape of healthcare delivery and funding 		✓
<ul style="list-style-type: none"> • Excellent planning skills to develop a strategic approach and detailed implementation plans for the delivery of a portfolio of approaches 	✓	
<ul style="list-style-type: none"> • Ability to work on own initiative to meet objectives and deadlines, maintaining good organisational skills 	✓	
<ul style="list-style-type: none"> • Financial understanding with experience of preparing, presenting budgets and monitoring spend 	✓	
Skills		
<ul style="list-style-type: none"> • Proven communication skills: verbal, written, presentational and online. Ability to write creative, persuasive, concise and articulate copy to tailored audiences 	✓	
<ul style="list-style-type: none"> • Excellent IT skills including MS Office and database systems 	✓	
<ul style="list-style-type: none"> • Proven ability to form good working relations, both internally and externally with people at all levels 	✓	
<ul style="list-style-type: none"> • Good research skills with experience of identifying new funders and partner opportunities 		✓
Other		
<ul style="list-style-type: none"> • Member of the Institute of Fundraising 		✓
<ul style="list-style-type: none"> • Experience of working within a wider team remotely 		✓