

## JOB DESCRIPTION

**Post:** Development Manager

**Responsible to:** Chief Executive Officer

**Salary:** £32,000 - £39,000

### **Purpose of Role**

A senior manager you'll be responsible for leading all project bids and co-ordinating project delivery with our partners, members and stakeholders.

You'll be driven, impact-focused, passionate about "doing the right thing" and ensuring that Energy Action Scotland continues to be able to delivery it's key aim of helping vulnerable fuel poor households in Scotland.

### **About Energy Action Scotland**

We are a values driven organisation and recognise that it is how we go about our work that is the key to success. We embrace our values, and this is evident in everything we do.

- **Collaborative** - *we work well with others, supporting each other in all that we do.*
- **Creative** - *we will challenge traditional thinking and develop new approaches to deliver the best results.*
- **Excellence** - *we will do the very best that we can every day to make a difference to the lives of others.*
- **Fairness** - *we will do what is right for our colleagues, our partners and the people that need us to be successful.*

### **Responsibilities:**

- Co-ordinate the development, management and delivery of projects that help us support vulnerable people enduring fuel poverty and to identify solutions that can be replicated at scale.
- Lead and direct projects and programmes, liaising with the Chief Executive Officer on the allocation of resources for projects and reporting on these.
- Supervise and support workers delivering project and other energy efficiency services, including the establishment and monitoring of work programmes for individual members of staff, monitoring and assessing performance, assisting with the implementation of administrative and employment procedures relating to recruitment and selection, induction and disciplinary and grievance matters.
- Lead on identification of skills and resources needed to deliver projects, including oversee partner engagement and liaison for the delivery of special projects.

- Identify key policy recommendations arising from project activity and contribute to the determination of processes for translating policy into practical action.
- Report on the progress of discrete projects, and other initiatives for which the post holder is responsible, including the production of written reports to funders, Energy Action Scotland board and other relevant agencies.
- Any other duties as required.

### **About you**

- Proven leadership and people management skills
- Knowledge and understanding of policy and practice within health and social care (including commissioning), local government (including Public Health), community development and regeneration, and housing, together with an appreciation of current priorities
- Awareness of health, social, economic and environmental problems affecting low income and other vulnerable households and the roles of the public, private and voluntary sectors in tackling them
- Experience of developing and managing projects is essential, delivering projects on time and within budget, and reporting to funders
- Excellent written, IT and communication skills with the ability to e.g. lead and chair meetings, use Microsoft office proficiently, to deliver presentations and to prepare reports for a variety of audiences
- Education to degree or equivalent level, or relevant vocational or technical experience, plus proven experience in a similar role
- Ability to research and analyse relevant issues and data
- Self-motivated, and able to contribute effectively working as a member of a small team.