



## Development Manager - Scotland Job Description

Job Title:	Development Manager - Scotland
Team:	Engagement / Executive
Salary:	£37,000 per annum
Hours of Work:	37.5 hours per week This will include working some unsociable hours including evenings and weekends for events and meetings. Hours are flexible.
Annual leave:	28 days plus bank holidays
Location:	Within commuting distance of Edinburgh/Glasgow – home based
Contract Type:	Permanent, full time
Reporting to:	Chief Executive / Director of Engagement
Experience/Qualifications Required:	Demonstrable experience of a similar relationship management role within the third or private sectors is essential.  Evidence of the ability to develop and grow relationships with people at levels is vital  Self-motivated, strategic thinker and exceptional communicator  Ability to prioritise and focus on initiatives with the most impactful outcomes  Experience of neuro degenerative diseases and/or working with/within the NHS and with HSCPs would be beneficial.

## About Us

PSP & CBD are rapidly progressing neurological conditions caused by the premature loss of nerve cells in certain parts of the brain. Like many other chronic conditions there is currently no cure for PSP or CBD. However many of the symptoms can be managed to help people achieve the best possible quality of life.

PSPA is a national, neurological charity currently based in Milton Keynes. Since 1994 we have been providing information and support to people living with PSP & CBD. We also raise awareness of the conditions amongst health & social care professionals, and fund research into diagnosis, treatments and ultimately, a cure. We rely entirely on voluntary donations with a forecast income this year of £1.5 million.

We are currently in touch with approximately 2,000 people living with PSP & CBD, and in addition, approximately 12,000 others registered as health & social care professionals, carers, supporters, volunteers or fundraisers. We run a Helpline service, which is a mix of employed staff at our HQ, and volunteer supporters in the evening.

As PSPA is the only charity supporting people with these conditions in the UK, we will continue to provide support through our fundraising, volunteering and support networks.

## Objectives

The role is required to:

- Raise awareness of PSP & CBD at the strategic level in Scotland
- Collaborate with other neuro-degenerative charities in Scotland
- Develop key messaging for Scotland
- Support the existing local support group network and expand the number of groups in the regions
- Support the PSPA Charitable Trusts and Foundations team to raise funds for Scottish projects
- Represent PSPA at all levels and events in Scotland.

## Key Duties and Responsibilities

- Develop and implement a strategy and action plan for raising awareness of PSP & CBD in Scotland
- Build strategic partnerships within NHS Scotland, associated medical, rare disease groups and governmental bodies with the specific focus of raising awareness of PSP & CBD at all levels of NHS Scotland
- Collaborate at all levels with other neuro-degenerative charities based in Scotland with the specific remit of raising awareness of PSP & CBD, but also rare neuro-degenerative diseases in general
- Promote and secure the highest standard of care for people living with and affected by PSP & CBD in Scotland
- Work with PSPA's Scottish Clinical Research Fellow (also co-funded by the Scottish government) and leverage her contacts at the clinical level to raise awareness of PSP & CBD

- With the Director of Engagement and Communications Officer, develop key messaging and communication initiatives for NHS Scotland
- Regularly assess the environment in which PSPA operates in Scotland, and make recommendations for change/improvement in our day to day service delivery to people affected by PSP & CBD in Scotland
- Organise study days and training for Health & Social Care Professionals, gaining CPD accreditation where possible
- Organise and manage meetings with sensitivity to differing audience needs from a range of different backgrounds
- Work with the PSP & CBD community in Scotland (e.g., our volunteers, fundraisers, supporters, people with the condition & their carers, campaigners, and members) to promote awareness of the conditions
- Maintain accurate and up to date information on Salesforce about your activity, and provide monthly management and impact reports to the senior management team
- Flexibility to attend external meetings, networking events and travel to represent PSPA on occasion out of normal working hours in order to engage with senior decision makers and others
- Generate social media content about your activities across a range of platforms to promote PSP & CBD awareness.

## Person Specification

	Essential	Desirable
A minimum of five years' experience of success in a relationship building, key account management or strategic partnership development role	✓	
A credible communicator with strong persuasive and influencing skills	✓	
A very high level of written & verbal communication, presentation and interpersonal skills	✓	
Experience of working effectively in collaboration with a wide range of organisations, groups and partners at all levels of seniority	✓	
An understanding or strong interest in the information needs and experience of people affected by rapidly progressing long term neurological condition	✓	
The capacity to listen actively to people, to understand their point of view and to respond clearly and sensitively	✓	
Excellent strategic thinking skills and the ability to prioritise time and commitments effectively to achieve the highest impact	✓	
Ability to work in a self-directed manner, and to be highly organised, strategic and systematic in achieving and demonstrating results individually and as part of a team	✓	
An understanding of the social and health care laws in Scotland		✓
The ability to plan, coordinate and deliver events	✓	

Aware of social media and ability to use social media to support events and awareness raising initiatives		✓
Good IT skills with experience in MS Office products	✓	
Have an understanding of law relating to charities, specifically in Scotland		✓
Knowledge of PSP CBD or other neuro-degenerative diseases, and/or experience of working in the NHS		✓
Educated to degree level		✓
Full Driving Licence and use of own car	✓	

## Corporate duties

1. Be an effective member of the management team, providing leadership and displaying behaviours that will contribute to a confident, cohesive leadership and management structure in PSPA
2. Set a clear direction for the organisation by fully embracing and implementing the Strategic Action Plan objectives
3. Ensure that confident professional relationships are built and maintained with staff and Trustees
4. Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement
5. Engage with PSPA's staff at all levels to promote understanding of our strategic objectives, clear leadership and a firm knowledge of the problems and opportunities faced by staff in delivering day to day services
6. Ensure full compliance with Health and Safety and associated workplace legislation
7. Ensure compliance with GDPR, data protection and information security and management requirements
8. Promote the vision and goals of PSPA within your team and other employees
9. Undertake any other reasonable duties requested of you commensurate with your role and the aims of the charity.