



JOB DESCRIPTION – PARTNERSHIPS & DEVELOPMENT MANAGER (6 MONTH CONTRACT)

Role Title	Partnerships & Development Manager
Salary	£30,000 Per Annum (Pro-rata) for 6 Months
Hours	35 Hours Per Week
Location	Linlithgow
Reports to	Digital Xtra Fund Board

The Digital Xtra Fund launched in May 2016, as part of a wider programme of activity dedicated to developing digital skills for young people across Scotland, and supports the objectives of the Digital Technologies Skills Investment Plan developed by Skills Development Scotland in 2014.

The Digital Xtra Fund has been developed and initially funded by Scottish Governments Digital Scotland Business Excellence Partnership whose partners include Scottish Government, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, Scottish Funding Council, Education Scotland, SICSA, ScotlandIS, and industry representatives.

This funding is intended to support enterprising organisations that give young people opportunities to learn computer science related digital skills and contribute to widening the provision of extracurricular computing science related activities across Scotland.

Year 1 of Digital Xtra has been hugely successful with feedback from awardees and partners being very positive. We would like to build on this success by developing the business model for Digital Xtra, and we are seeking an ambitious individual to manage and develop the transition from a publicly funded programme to an independent entity with a wide range of sponsors.

The Digital Xtra Fund wishes to appoint a Partnerships & Development Manager who is passionate about fundraising and committed to making a real difference in supporting young people across Scotland to develop their computing and digital skills.

You will be a confident ambassador for the organisation, and capable of delivering funding growth year on year consistent with the values of Digital Xtra Fund. You will need to use your experience, networks, initiative, creativity and proven income-generating skills to ensure the success of the Fund's ambitious plans for income growth.

The position is for a 6 month contract period but it is expected that the position will become a full time permanent position.

1. MAIN PURPOSE OF JOB

Digital Xtra Fund is developing an initial three year plan to support organisations that deliver extracurricular computing science and related digital activities that have the potential to transform young Scots' lives.

You will play a key role in shaping the fundraising strategy of the organisation to support this plan, driving forward new initiatives to ensure long term growth and sustainability. In addition to fundraising a key part of the role will be to manage the grant giving process to ensure fair and equitable distribution of funds to organisations who deliver good quality skills and learning experiences to young people.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develop and implement a fundraising strategy that will generate a sustainable income stream for Digital Xtra Fund in line with the organisation's business plan.
- Assess funding priorities by keeping abreast of the skills needs of the digital technology sector
- Keep abreast of local, regional, national and international funding opportunities in order to identify needs and spot opportunities.
- Lead on new sourcing new fundraising opportunities including major donors, corporate giving, sponsorship, legacies and regular giving.
- Increase income year on year to improve the sustainability of Digital Xtra by proactively securing funds from new income streams.
- Report regularly to the Digital Xtra Fund Board and associated stakeholders on progress, issues etc.
- Manage the grant giving timetable and process. This will involve all aspects of managing and marketing of the fund, receiving awardees.
- Network and promote Digital Xtra Fund to develop and maintain links with existing and potential supporters.
- In collaboration, and working with, the Digital Xtra Fund Board, produce communication and marketing materials (e.g. newsletters and online) promoting the organisation to potential supporters.
- Develop opportunities to raise corporate awareness of the Digital Xtra Fund
- Represent the organisation as required and promote the interests of Digital Xtra Fund
- Play an active role in strategic reviews and contribute to the wider thinking and planning of the organisation.

PARTNERSHIP & DEVELOPMENT MANAGER EXPERIENCE

- Minimum 2 years' experience in a similar environment or position. You may have experience in the following roles: Sales Manager, Business Development Manager, Fundraising Manager or Marketing Manager.
- A strong track record of delivering income growth through fundraising, sales or marketing
- Proven experience of effective communication at a senior level
- Business or project management knowledge/expertise.
- Experience of budgetary and financial management
- Practical experience of PR and communications development.
- Experience of managing a fund would be desirable but not essential
- Experience and/or knowledge of the education and digital technology sector is desirable
- Experience of building and maintaining partnerships

- Experience of developing and maintaining management systems

QUALIFICATIONS / EDUCATION / TRAINING

- A good standard of education but a degree is not essential.

SKILLS

- An ability to plan, meet targets with minimum supervision, use initiative and make decisions
- Budgetary and financial management skills
- Excellent networking skills.
- Well-developed verbal, interpersonal and customer service skills.
- Ability to identify income generation opportunities.
- Project management /co-ordination skills, including report writing, financial monitoring and evaluation.
- Strategic and business planning skills, including securing finance.
- Delivering objectives to agreed timescales and deadlines.
- Excellent organisational skills and the ability to manage time, work independently, multi task and prioritise work areas.
- Excellent attention to detail

KNOWLEDGE

- Understanding of different sectors and partnership working
- Understanding of Scotland's digital skills landscape particularly in the digital technology sector

OTHER FACTORS

- Ability to work out of hours occasionally and attend evening meetings.
- Driving License & Car required

PERSONAL QUALITIES

- Proactive self-starter
- Empathetic and open to new ideas
- Values driven
- Passionate and enthusiastic.
- Opportunistic and entrepreneurial
- Exceptionally good at relationship building and working with others
- Excellent communication skills

Applicants should send a copy of their latest CV to info@digitalxtrafund.scot by Friday 3rd March 2017. The recruitment of this position is being managed by ScotlandIS on behalf of the Digital Xtra programme.