

## **About Community Renewal**

Community Renewal was founded in 2003 to engage marginalised people and through a process of listening and support help them to identify and achieve their life goals.

Since 2003, we have supported around 4500 people into sustained employment, around 3500 to make health and wellbeing improvements and around 1000 into volunteering and community activity. We currently employ around 40 staff in Edinburgh and Glasgow.

Our current activities include:

## **Employability**

- Delivering the Integrated Employability Service in Edinburgh in partnership with Edinburgh College
- Delivering an “Employment Safety Net” to vulnerable young people in Edinburgh
- Delivering a peer support and employability service for mental health service users in Glasgow

## **Health and Wellbeing**

- Supporting NHS to engage with harder to engage groups
- Providing a Health Case Management Service to vulnerable individuals and families in Craigmillar in Edinburgh
- Supporting a change management process with 6 GP practices in Grampian

## **Neighbourhood Development**

- Operating a “Community Canteen “ in Govanhill to provide high quality affordable food to people living in poverty
- Our Place – we are facilitating two OP initiatives on behalf of The Big Lottery Fund, one in Douglas, Dundee and the second in Ardrossan Ayrshire. These initiatives will support each community access around £1.5million in BLF investment.
- People’s Health Trust – we are currently facilitating three Local Conversations Projects in North Edinburgh(Muirhouse) , East Edinburgh (Bingham/Magdalene) and Glasgow (Govanhill) these three projects will see up to £2.1 million invested in these communities for projects that the community have developed to improve health and wellbeing

### **Future Activities 2016-17**

We have a range of activities that are currently in development, including:

- Developing holistic neighbourhood plans for Muirhouse, Torry, Ardrossan, Greater Craigmillar, Govanhill that will see Community Renewal deliver a range of its services in a coordinated way within each of these neighbourhoods
- Piloting our “Lifting Neighbourhoods out of Poverty” initiative
- To develop a new social enterprise that will provide job opportunities for Roma Immigrants as public sector intermediaries
- To develop a fundraising strategy
- To work in partnership with The WEL Charity to promote and deliver Wellness Enhancement Learning
- To develop other viable social enterprises including a training and consultancy arm of Community Renewal

## **Job Advert**

Dear Applicant,

Thank you for your enquiry about the post of Development Director.

Community Renewal transforms communities by empowering and engaging individuals in community activity to improve their health, learning and employability. Since 2003 it has been at the cutting edge of community development and regeneration and has developed a range of transformational approaches to tackling poverty. We wish to expand our leadership team by creating a new role of Development Director to take the organisation to the next stage in its development.

### **Development Director - Community Renewal, £38 - 45,000 per annum**

The Development Director will be passionate about tackling poverty and improving the quality of life of people living in poorer neighbourhoods. S/he will have a proven track record of successful income generation including from fundraising, winning contract tenders, trusts and corporate sources. They will have experience at developing strategies together with plans and processes needed to convert these strategies into income growth. S/he will also have experience in developing new viable social enterprises.

The selection process will commence with an informal meeting with the CEO of Community Renewal from which candidates will be identified for the formal selection process which will include an interview with Board Trustees.

### **Closing Date 16<sup>th</sup> March**

If you would like an informal chat about this position prior to completing your application, please contact Paul McColgan (Chief Executive) on 07850 709915 (please read the full Recruitment pack prior to calling).

Please submit your application, preferably by emailing your application form and covering letter to:

Helen.barrie@communityrenewal.org.uk

Alternatively you can post your application to:

**Helen Barrie**  
**Finance and HR Manager**  
**Unit 3**  
**Orkney Street Enterprise Centre**  
**Glasgow**  
**G51 2BX**

<b>Role Profile and Job Description</b>	
<b>Title</b>	Development Director
<b>Location</b>	Edinburgh or Glasgow
<b>Salary</b>	£38,000- £45,000 per annum (depending on experience)
<b>Hours</b>	37.5 week
<b>Leave</b>	25 days (plus public holidays)
<b>Report to</b>	Chief Executive
<b>Role summary</b>	
<p>Community Renewal is a social enterprise and registered charity that works to build community, improve quality of life and alleviate poverty by engaging individuals and families and supporting them to achieve sustainable employment, improved health and to become more involved in their community. Community Renewal currently operates in neighbourhoods in Glasgow, Edinburgh, Ayrshire, Dundee and Grampian. The current income of the organisation is just over £1m per annum. The purpose of the Development Director position is to take a lead role in the development and delivery of Community Renewal's strategic plan for 2015-2020 including taking responsibility for the business development, marketing and communications and fundraising plans for the group of companies.</p>	
<b>Overall Objectives</b>	
<ul style="list-style-type: none"> <li>• In support of the Chief Executive and Board of Directors, taking lead responsibility for the development of new business opportunities building on the success of the past 12 years.</li> <li>• To create and execute business plans for Community Renewal training and consultancy services</li> <li>• To lead and be responsible for all aspects of marketing, communications and fundraising for Community Renewal</li> <li>• S/he will seek and develop new funding and service opportunities for Community Renewal, building on our track record and pursuing opportunities in line with the company strategy</li> <li>• S/he will take the lead on bid writing for tender opportunities</li> <li>• To deliver an effective approach to working in partnership in the development of new and innovative services.</li> <li>• S/he will work on the initial project set-up for new projects</li> </ul>	

### Key accountabilities

- To support the Chief Executive in identifying funding opportunities, and contribute to the development and writing of high quality bids and tenders.
- Work closely with the Chief Executive to secure the funds and resources we need to support and grow the organisation and develop sustainable services.
- To work in partnership with the Chief Executive develop and implement strategies for growth across agreed geographical areas (including specific neighbourhoods) and sectoral areas, meeting clear targets for income generation and service development.
- Appraise and manage risks to designated services and the organisation, ensure effective business and operational planning, and develop mechanisms to ensure that problems are resolved and risks minimised.
- To develop national, regional and local partnerships with other voluntary, statutory and private sector organisations, where this better enables Community Renewal to fulfil its mission.
- Delegated duties from the Chief Executive as agreed.

<b>Requirements we are looking for in candidates</b>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of management and accountability issues in a social enterprise.</li> <li>• Strong leadership and communications skills with the ability to engage and work with key stakeholders and funders</li> <li>• Resilient, and capable of managing potentially stressful situations whilst presenting a calm, capable and reassuring presence to colleagues.</li> <li>• Capable of appropriate and effective delegation and performance management.</li> <li>• Knowledge of funding and tendering opportunities and the capability to write bids and applications as part of a team.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive and demonstrable experience of programme and service development, management and delivery in a demanding context.</li> <li>• Direct experience of funding programmes including as local authority, NHS and ESF. Writing and negotiating high quality &amp; successful funding applications and contracts/SLA's utilising a partnership approach as appropriate.</li> <li>• Practice and experience of contract management and effective joint resolution of problems.</li> <li>• Experience and skills needed to develop and manage effective partnerships at all levels.</li> <li>• Evident experience of monitoring and evaluation in a complex operational environment and experience of sharing best practice across diverse services and geography.</li> </ul>
<b>Attitude and approach to work</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a strong commitment to the objectives, values and vision of Community Renewal.</li> <li>• Self-confidence, and able to display an optimistic outlook whilst remaining results orientated, flexible, adaptable, with a 'can do' attitude.</li> <li>• Self-motivated, punctual, reliable, responsible and able to work under pressure and to tight deadlines.</li> <li>• Ability to manage time effectively; work to deadlines, and the ability and willingness to work outside normal hours when necessary.</li> <li>• Demonstrable commitment to the principles of social justice, equality of opportunity and challenging discrimination.</li> <li>• Committed to personal development.</li> <li>• Willingness to travel throughout Scotland with overnight stays as required.</li> </ul>
<b>Service Focus</b>	<b>Service provision</b>

	<ul style="list-style-type: none"> <li>• Be able to demonstrate a comprehensive understanding and knowledge of Health, Employability and Community Empowerment blended with the ability to work effectively in a complex 'political' environment building successful working relationships across organisational, professional and operational boundaries with key stakeholders.</li> <li>• Must be a motivated and professional individual, with a desire to achieve results with a commercial and customer focus.</li> <li>• Knowledge of current developments and strategic priorities within Health Inequalities, Employability, Welfare Reform and Community Empowerment</li> </ul> <p><b>Risk management</b></p> <ul style="list-style-type: none"> <li>• Financial awareness and budget management skills with the ability to understand and work with budgets from a variety of funding streams.</li> </ul> <p><b>Recording and monitoring</b></p> <ul style="list-style-type: none"> <li>• Comfortable working with a wide range of management information; able to interpret and produce reports where required.</li> </ul>
<p><b>Interpersonal Skills</b></p>	<p><b>Working with others / Leadership</b></p> <ul style="list-style-type: none"> <li>• Able to network effectively at strategic as well as operational level, build and maintain constructive working relationships across a wide range of stakeholders, including customers.</li> <li>• Excellent people skills and the ability to lead, motivate and develop a team and to work across different disciplines. Must be able to demonstrate the ability to build high performing teams.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Outstanding communication and interpersonal skills, both written and verbal.</li> <li>• Confident at presenting information in a variety of situations and to different audiences</li> <li>• Demonstrable negotiating and influencing skills.</li> </ul> <p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"> <li>• A demonstrable commitment to equal opportunities and diversity, including a commitment to co-production.</li> </ul>
<p><b>Commitment to the Organisation</b></p>	<p><b>Commitment to organisational goals</b></p> <ul style="list-style-type: none"> <li>• An authentic and demonstrable commitment to the Vision, Mission and Values of Community Renewal.</li> <li>• Willingness and ability to take ownership of issues facing the organisation</li> </ul> <p><b>Embracing change</b></p> <ul style="list-style-type: none"> <li>• Open to and supportive of change and new ways of working.</li> <li>• Should exhibit openness to change and a drive for continuous improvement, and ability to deal positively with challenges and changes in strategic direction.</li> </ul>

*The post holder is expected to work within policies and procedures of Community Renewal and be committed to its ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.*

Person Specification		
	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record in business development and growth</li> <li>• Experience of setting up viable social enterprises.</li> <li>• Experience in design and delivery of marketing and communications strategies</li> <li>• Proven track record of leadership and achievement in health, employability or community development</li> <li>• Experience of leading and managing strategic change</li> <li>• Experience of managing external stakeholder relationships with proven effective networking, meeting, negotiation, persuasion and presentation skills</li> <li>• Capable of developing and delivering Community Renewal's strategic objectives</li> <li>• Experience of developing new services from idea through funding bids to on-the ground delivery</li> <li>• Experience of managing partnership arrangements at a senior level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in large-donor fundraising</li> <li>• Experience in influencing policy at local and national level</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level (or equivalent)</li> <li>• Relevant management qualification</li> </ul>	

<p><b>Knowledge/Aptitude</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the Policy Context for Employability, Health Inequalities and Community Empowerment in Scotland</li> <li>• Excellent bid writing skills and a proven track record in obtaining funding</li> <li>• Excellent presentation skills</li> <li>• Ability to manage multiple projects in different stages of development with consistent quality and commitment</li> <li>• Ability to work outside comfort zone and take on new challenges with enthusiasm</li> <li>• Commitment to continuous professional development</li> <li>• Excellent Information Technology skills</li> <li>• High level analytical, research and report writing skills</li> <li>• Passion for transformation and for providing services to vulnerable individuals and families</li> <li>• Highly developed marketing and promotion skills</li> <li>• Full UK driving licence and access to a car</li> </ul>	
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## Application for Employment

Vacancy **Development Director** Ref No: \_\_\_\_\_  
 (Job Title): \_\_\_\_\_

### Personal Details

Title Surname: \_\_\_\_\_ Forename \_\_\_\_\_  
 : \_\_\_\_\_ : \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Work: \_\_\_\_\_ May we telephone you at work? Yes   
 No

Do you have a full valid driving licence? Yes  No  (answer only if post requires a licence)

Do you have a vehicle available for work? Yes  No

### Employment History

Dates	Employer	Salary	Position held and brief outline of responsibilities	Reasons for leaving

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**Education/Qualifications & Training Relevant to Post**

Date	Qualification/Course



### Professional Development

Including training, how have you addressed your continuous personal & professional development in the past 2 years?

## Role Requirements

Please comment on your ability to carry out the duties and responsibilities for this role, and also demonstrate how you meet role requirements and person specification.

### Additional Role Requirements

**What do you see as the challenges and opportunities facing Community Renewal in the current political and financial climate? How would you use your experience to develop new services for the future and grow income?**

## References

Please give contact details, one of which should be your present or most recent employer. Where you have been in post with your current or last employer (if currently not working) for less than 12 months, we will automatically take up references from your last two employers. Please provide their details. We do not employ people without satisfactory references. If you were offered a post it would be completely conditional upon receipt of these. Make sure the information is complete, current and appropriate, e mail contact details help to speed things up.

	First Referee	Second Referee
Name:		
Position:		
Relationship:		
Address:		
Postcode:		
Telephone:		
E-mail:		
May we contact them prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Convictions

Please state any convictions you have had for criminal offences. Most of our posts are exempt from the Rehabilitation of Offenders Act. If the post you are applying for is not exempt, this will be stated in the covering letter and you need only declare unspent convictions. If none state "none". If necessary attach a separate sheet giving details of dates, offences and sentences, place in separate envelope marked Private and Confidential. All exempt post will be subject to criminal record checks via the criminal records bureau. Having a criminal record will not necessarily bar you from working with Community Renewal.

## Declarations

Are you related to or a partner of a Community Renewal worker or Board member? *(If yes give brief details on a separate sheet)* Yes  No

To the best of my knowledge there is no reason in respect of my physical or mental health why I would not be able to carry out fully the tasks described for this post. I confirm that the information I have given on this form is correct and complete and that I understand misleading statements may be sufficient grounds for dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form either by e-mail or to the address stated in the covering letter by the date specified.

## Equal Opportunities Recruitment Monitoring Form

This form will be detached from your application form upon receipt and the selection panel will not have access to the information during the shortlisting or interviews.

Community Renewal provides support for single people regardless of their background and therefore intends to ensure equality of opportunity in our recruitment process. People seeking employment will not be refused on the grounds of gender, ethnic origin, colour, sexuality, disability, religion, appearance or HIV status.

To ensure that this policy is effective, we monitor our Job Applicants according to the categories below. Completion of this form is voluntary, but it does help us provide a better service if this information is given. Thank you.

**THE INFORMATION YOU GIVE ON THIS FORM WILL BE CONFIDENTIAL TO COMMUNITY RENEWAL AND USED FOR MONITORING PURPOSES ONLY.**

**Name:**  **Vacancy**

*I define my gender as:* Female  Male

*I define my ethnic group as:*

### White

British

Irish

Gypsy or Irish Traveller

**Other:**

### Asian / Asian British

Indian

Pakistani

Bangladeshi

Kashmiri

Chinese

**Other:**

### Mixed / Multiple Ethnic Groups

White and Black Caribbean

White and Black African

White and Asian

**Other:**

### Black / African / Caribbean / Black British

Caribbean

African

**Other:**

**Other Ethnic Group (please specify):**

***I define my religious belief as:***

- |   |                          |              |                          |
|---|--------------------------|--------------|--------------------------|
| No religion / belief  | <input type="checkbox"/> | Hindu        | <input type="checkbox"/> |
| Buddhist  | <input type="checkbox"/> | Muslim       | <input type="checkbox"/> |
| Christian   | <input type="checkbox"/> | Jewish       | <input type="checkbox"/> |
| (including Church of England,<br>Catholic, Protestant and all other<br>Christian denominations) |                          | Sikh         | <input type="checkbox"/> |
|   |                          | <b>Other</b> | <input type="checkbox"/> |
|   |                          | :            | <input type="text"/>     |

***I define my sexuality as:***

- Lesbian/Gay     Bisexual     Heterosexual

***Do you define yourself as having a disability?***

- No     Yes

If yes, please give details:

- Age:**    30 or Under     31 – 40     41 – 50     51 +

***Where did you see the advertisement for this vacancy?***

- |                           |                          |              |                          |
|---------------------------|--------------------------|--------------|--------------------------|
| Community Renewal Website | <input type="checkbox"/> | The Guardian | <input type="checkbox"/> |
| Job Centre                | <input type="checkbox"/> |              |                          |
| S1 Jobs                   | <input type="checkbox"/> |              |                          |
| Good Moves                | <input type="checkbox"/> |              |                          |

**Other:**

**Please be specific as this helps us to see where our advertising is effective. If you saw it on the internet please tell us which site, not just “internet”.**

**Thank you for taking the time to complete this form.**

### **Guidance Notes on Completing your Application Form**

If you would like this application form to be supplied in large print, Braille or disc format, please telephone Helen Barrie (0141 237 4457) who will arrange this.

For any post in Community Renewal, the application form plays an essential part in choosing the right person for a job. It is only the information contained in your application form that will decide whether or not you are shortlisted for an interview.

#### ***The following will help you complete the form:***

- Think about the job you are applying for and exactly what it involves.
- Read through the application form so that you know exactly what information is required.
- Read through the Recruitment Pack so that you know exactly what the job is and the skills and abilities you require to do the job.
- Make a rough list of all your skills and experiences. Choose those you think are relevant to the job.
- No assumption will be made about your skills and experience so it is essential that you tell us how you meet the criteria - e.g. if you are a secretary tell us what is involved, do not assume the title "secretary" explains everything.
- Complete the Application Form legibly, ensuring you cover all the essential criteria from the Person Specification. If you wish, add any evidence of how you meet the desirable criteria. If there is insufficient space, you may like to photocopy page 3.
- Check you have signed the declaration at the end of the application form.
- Make sure you know the closing date and return the form in plenty of time.
- Email is our preferred submission method but if you do post your form to us please ensure that you have paid the correct postage. We will not be responsible for collecting any under paid correspondence from the sorting office.

#### ***Word Processing***

We will be happy to accept your own version of the form provided it covers all of the questions and is signed. CV's are not accepted.

#### ***What happens next?***

- Your completed application form will be used to decide whether or not you are selected for an interview. If you are shortlisted, you will hear within 15 days of the closing date.
- The CEO will invite a longlist to an informal conversation from which a shortlist will be established
- The interview panel is normally made up of 3 people (including two Trustees) who will ask pre-determined questions based on the person specification. The questions are intended to allow you to expand on your application and to show the panel how well you meet the requirements of the post. You will have the opportunity to ask questions about the job, conditions of service or anything else about the organisation. The panel has to keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable.

#### ***Complaints***

If you feel you have been treated unfairly, please write to us and we will investigate. We are trying very hard to ensure that every stage in our recruitment process is fair and properly thought out. We have a duty to ensure that everyone is treated without discrimination. We hope that you have been treated fairly and helpful even if you are not appointed. If you wish to discuss why you have been unsuccessful, please contact the relevant manager who will be pleased to talk to you.

***Equal Opportunities***

Enclosed with this form you will find our equal opportunities statement and overleaf, a voluntary monitoring form to send in with your application form. This is not made available to the interview panel and is used to monitor whether we are reaching all sections of the community and to check that our recruitment process operates fairly.