

Carers of West Lothian

Job description and Person Specification

Job Title	Sustainability Officer
Responsible to	Chief Executive
Employer	Carers of West Lothian
Hours	20 hours per week
Place of work	Working both from the office in Livingston and from home; travel may be required, covering the West Lothian community and occasionally outwith West Lothian
Terms	One year fixed term contract
Salary	Annual salary of £30,109 pro-rata, plus pension and travel expenses

Job Purpose

Working with the Chief Executive, effectively develop pilots of potential trading opportunities and develop a long term funding and sustainability plan.

Carers of West Lothian has developed a 5 Year Strategic Plan to 2024 which outlines our aim to move from having been historically a charity reliant on grant funding, to a social enterprise with diverse income streams. COVID has presented both challenges and opportunities to explore income generating ideas and a need to move forwards with a long term funding vision which will involve submitting a tender for core services. This role will be pivotal in moving the organisation towards diversifying sources of income, piloting trading ideas and helping us to achieve these goals.

Key Job Responsibilities

1. Create a plan to pilot and evaluate two trading ideas.
2. Co-ordinate the trading pilots, organising promotions, managing resources, arranging service delivery and evaluating the service, taking lessons learned into forward planning.
3. Generate a development plan to roll out trading projects, including financial projections.
4. Develop a long term funding and sustainability plan, identifying sources of project funding.
5. Working with the Chief Executive, complete funding applications, to secure funding from 2022 onwards.
6. Working with the Chief Executive, prepare and submit a tender application to West Lothian Health & Social Care Partnership for core services supporting unpaid carers and disabled people in West Lothian.
7. Develop a Fundraising Plan, identifying opportunities for community events to both raise the profile of the organisation at community events, as well as providing fundraising opportunities.

8. As part of the Fundraising Plan, identify potential sponsors from the local business community and develop fundraising opportunities presented by online donations to increase donations income.
9. Other responsibilities:
 - Accountable for writing and maintaining own workplan
 - Any other duties relevant to the responsibilities of the post and which may be delegated by Carers of West Lothian.
 - Working professionally and effectively at all times in line with Carers of West Lothian's organisational and operational policies and procedures.

General Terms

Staff Development

There will be a comprehensive induction programme within Carers of West Lothian during the first four weeks in post. Training for further professional development may be provided if appropriate.

Criminal Record Disclosure

The post entails work with vulnerable people. Carers of West Lothian will request a Disclosure Scotland check prior to a formal offer of employment being made.

Conditions of Service

20 hours per week; working pattern will be agreed with the CEO – the post holder will be expected to adopt flexible working practices to suit the demands of the post. Evening or weekend work may be required for which time off in lieu will be awarded in agreement with the CEO.

Annual Holidays

25 days annual leave per annum, pro rata. In addition 5 enhanced annual leave days in lieu of public holidays plus 7 public holiday days each year.

Supervision

The post holder will receive supervision as required and an appraisal. The frequency of the supervision meetings will be monthly, bi-monthly, or quarterly as appropriate, and will take account of length of service, whether any development or change is in process, and individual preference.

Equal Opportunities

Carers of West Lothian is an Equal Opportunities organisation and is committed to being an Equal Opportunities Employer.

Pension

Carers of West Lothian will match employee's pension contributions up to 6%.

Union

Carers of West Lothian will recognise the right of employees to join an appropriate Trade Union.

Travel

Some travel within West Lothian and beyond is required. Therefore, the post holder is expected to use his or her own transport or use public transport effectively. If the post holder's own car is used, a current full driving licence and insurance covering the use of the vehicle for work purposes must be held. Mileage expenses will be paid at a rate of 45p/mile.

Person Specification

Qualifications and experience:

- Educated to degree level
- At least three-year track record of achieving similar job outcomes

Key Skills and Competencies

- Results-oriented: able to work on own initiative and familiar with working to targets
- Commercial skills: an understanding, preferably experience, of how to turn a business idea into a successful trading opportunity
- Tendering experience: understanding and experience of preparing and submitting tenders
- Funding skills: be experienced in preparing and writing funding applications for long term projects
- Communications skills: ability to communicate to a high standard both verbally and in written format
- Understanding of how to promote paid for services to potential customers
- Problem solving: ability to define problems, identify causes and find potential solutions
- Analytical skills: accurately collect, analyse and evaluate information
- Numeracy: have a strong understanding of preparing and managing budgets

Personal Qualities

- Tenacious: willing to work hard until results are achieved
- Can-do attitude
- People person: be part of a team and feel comfortable working with potential customers
- Ensures tasks are completed to time and to a high quality
- Strategic thinker and future-focused
- Team player

For Further Information

Call Alison on 01560 448002 or email alison@carers-westlothian.com