

MAKE A REAL DIFFERENCE TO OUR COMMUNITY

We're recruiting a Development Manager!

Dalgety Community Trust | Dalgety Bay, Fife

Salary: £35,000 per annum + up to £2,000 annual performance-related payment

Full-time | 36 hours per week | Home-based | January 2027 start

Help turn local ambition into lasting community impact.

Are you a natural organiser, relationship-builder and opportunity-spotter? Do you have the drive to turn good ideas into funded projects, sustainable community assets and real benefits for local people?

Dalgety Community Trust is looking for an exceptional Development Manager to help us take our next big step forward.

This is a fantastic opportunity to shape the future of an ambitious, growing community charity, working alongside committed volunteers to deliver projects that will make a lasting difference to Dalgety Bay, Hillend and the surrounding area.

WHY THIS ROLE MATTERS

Since 2019, our community-led charity has achieved some remarkable things.

- **£3.5 million secured** towards our proposed £6 million Community Hub.
- **£430,000 raised** to deliver our free-to-use Community Pump Track.
- **Three community woodlands** among the important community assets we own and manage.
- A growing portfolio of projects, partnerships and opportunities driven by local people.

Find out more about Dalgety Community Trust on our website

www.dalgetycommunitytrust.co.uk

Now we're ready for our next chapter.

We're seeking our first employee to bring dedicated professional capacity, unlock new funding and income, develop our projects and assets, and help build a stronger, more sustainable organisation.

You won't simply be maintaining the status quo. You'll help shape what comes next.

WHAT WILL YOU DO?

1. Grow our funding and financial sustainability

- Identify and secure grants, sponsorship, investment and new income opportunities.
- Develop a strong forward pipeline of funding and income.
- Lead compelling funding applications, business cases and partnership proposals.
- Build lasting relationships with funders, businesses and public-sector partners.
- Help develop sustainable financial models for our projects and assets.

2. Turn projects and assets into lasting community benefits

- Coordinate delivery of our agreed projects and development priorities.
- Support the continued development of our Community Hub and Pump Track.
- Maximise the community and financial value of our land, woodlands and other assets.
- Develop sustainable plans for asset management, maintenance and operation.
- Identify and progress new initiatives that create opportunities for local people.

3. Build a stronger, more resilient organisation

- Turn the Board's strategic priorities into clear plans, milestones and measurable outcomes.
- Strengthen our systems, processes, risk management and performance reporting.
- Support effective governance, financial monitoring and funding compliance.
- Clarify responsibilities and improve coordination between trustees, staff and volunteers.
- Develop an organisational model that can thrive beyond the funded appointment.

4. Inspire and develop our volunteers and community

- Attract, support and coordinate a broader, more active volunteer base.
- Help develop volunteer skills, leadership and succession.
- Build constructive relationships with residents, community groups and local organisations.
- Create opportunities for people to influence priorities and get involved.
- Promote inclusive participation and stronger community connections.

5. Build partnerships, demonstrate impact and secure our future

- Develop communications that showcase our achievements and opportunities.
- Build strategic partnerships that strengthen delivery and unlock investment.
- Measure and demonstrate our social, economic and environmental impact.
- Develop a long-term income strategy and our next three-to-five-year strategic plan.
- Embed the skills, systems and income streams needed to sustain our progress after 2029.

WHAT SUCCESS LOOKS LIKE

Working with the Board, you'll help turn our ambitions into measurable results. By the end of 2029, we aim to achieve:

- **£2 million+** in our forward funding and income pipeline.
- **£1 million+** in new funding and income secured during the programme.
- **Nine or more** new or multi-year funding partnerships.
- **At least three** new sustainable income-generating activities.
- **40+ active volunteers**, including at least 10 in leadership or coordination roles.
- **20+ active strategic partnerships.**
- Sustainable management plans for all major assets and a clear strategy for the Trust's future.

These are shared ambitions, reflecting the collective efforts of the Development Manager, Board, volunteers and partners, alongside external funding and project dependencies.

WHO ARE WE LOOKING FOR?

We're looking for someone who combines ambition and initiative with a practical, collaborative approach.

Essential experience and skills

- Experience in fundraising, income generation, business development or securing resources.
- Strong project management, organisation and financial awareness.
- Excellent written and verbal communication skills.
- The ability to build relationships, develop partnerships and coordinate people or activities.
- Confidence working independently, solving problems and balancing strategic thinking with hands-on delivery.

It would be great if you also have:

- Experience in a charity, community organisation or social enterprise.

- Knowledge of grant funding, sponsorship or public-sector investment.
- Experience of community assets, capital projects, volunteer development or income-generating activities.
- An understanding of charity governance, funding compliance and impact reporting.

Relevant experience and transferable skills matter more than any particular qualification.

Above all, you'll be proactive, resourceful, approachable and motivated by the opportunity to make a genuine difference.

We welcome applications from people of all backgrounds and value the different experiences, perspectives and skills people can bring to community-led development.

WHAT WE OFFER

- **£35,000 annual salary.**
- Up to **£2,000 annual discretionary performance-related payment**, subject to agreed objectives and Board approval.
- **36-hour working week**, with a home-based working arrangement.
- **25 days' annual leave in Year 1**, rising to 28 days in Year 2 and 30 days in Year 3, plus public holidays.
- **3% employer pension contribution** on your full annual salary.
- IT equipment and telephone to support your work.
- Reimbursement of reasonable work-related travel expenses.
- The opportunity to shape a growing organisation, work with passionate local people and leave a lasting legacy.

THE APPOINTMENT

The role is planned to run from January 2027 to December 2029.

The initial appointment is for **one year, January–December 2027**. Funding for the subsequent two years is being actively sought, and continuation beyond the first year will depend on securing that funding.

Year 1 will focus on building capacity, strengthening systems and developing a strong funding pipeline. Years 2 and 3 will focus on converting that capacity into growth, greater community benefit and long-term sustainability.

The role is home-based, but regular engagement with the community, project sites, trustees, volunteers and external partners is essential. Some evening and weekend work will be required.

READY TO HELP SHAPE OUR FUTURE?

This is a rare opportunity to join a community organisation at a pivotal moment in its development.

If you have the skills, energy and imagination to turn opportunities into achievements — and want your work to make a visible, lasting difference — we'd love to hear from you.

How to apply

Please submit:

- Your **CV**, outlining your relevant experience, skills and achievements.
- A **covering letter** explaining why you are interested in the role, what you would bring to Dalgety Community Trust, and how your experience would help us achieve our ambitions.

Please send your application to Secretary@dalgetycommunitytrust.co.uk

Closing date: Friday 27th November 2026

For further information: Phil Evans, Chair Dalgety Community Trust,
chair@dalgetycommunitytrust.co.uk

Dalgety Community Trust welcomes applications from people of all backgrounds. We are committed to inclusive, community-led development and encourage applications from candidates with a wide range of professional and personal experiences.

Dalgety Community Trust — local people, lasting change.
