



Job Description

Title:	Finance & Development Manager
Reports to:	Executive Director
Location:	Greater Pollok with travel throughout Glasgow
Hours:	21 hours per week, to include some evening and weekend work (time off in lieu will be given)
Salary:	£32,287 per annum FT/£19,372 PT Pro rata
Pension:	4% Employer Contribution
Annual Leave:	24 days inclusive of Public Holidays (FT allowance is 40 days)

Background:

The Village Storytelling Centre (VSC) is an award-winning arts charity, built on the belief that stories change lives. Our vision is a world where people and communities are inspired, connected and heard, underpinned by our mission to improve and enrich lives across Scotland through the power of story.

One of only two storytelling organisations in Scotland, we are a centre for contemporary storytelling and a European leader in applied storytelling. Based in Glasgow we deliver a range of projects, training and events which aim to:

- Increase access to storytelling and creative opportunities for communities.
- Provide platforms for people to share their voices.
- Develop and promote the art of contemporary oral storytelling across Scotland and beyond.

Our Programmes include:

Community Stories - a comprehensive programme in our local neighbourhood of Pollok, and the surrounding communities in South West Glasgow, providing a diverse range of applied storytelling and arts activities, volunteering and events, ensuring local people's voices shape the development of their community.

Collaborative Projects – we work with a range of partners from across the third and public sectors in which we use applied storytelling approaches to support people to explore and reflect on their stories for personal development and strategic change.

Education - storytelling performance and projects in schools and early years settings to raise attainment, improve wellbeing and instil a love of stories which will benefit children and young people for many years to come. We also provide training for nurseries, schools, colleges and universities to explore the use of storytelling approaches in their work.

Artistic Development - supporting the development of Storytellers and Contemporary Storytelling Performance through the production of a biennial Festival, commissioned performance, provision of training and supporting new work.

We believe that stories have the power to change lives and that everyone has stories worth sharing.

Job Purpose

The Village Storytelling Centre has recently been awarded Creative Scotland Multi Year Funding, joining a cohort of arts and cultural organisations across Scotland from April 2025-March 2028. The Finance & Development Manager will lead on the financial sustainability and operations of the organisation at this exciting next stage of our journey. We seek a dynamic, highly motivated person to support fundraising targets, broaden our income streams and to lead on financial management and reporting. We would anticipate that the successful candidate will spend a proportionate amount of time on both finance and income generation, which may vary throughout the year.

Key responsibilities

Development and Income Generation

- Set and achieve income targets for all fundraising activities, with a focus on broadening our income streams, in collaboration with the Executive Director and Operations Manager.
- Research and keep a record of the eligibility criteria and deadlines for suitable Corporate, Trust, Foundation & Statutory grant opportunities.
- Lead on the writing and timely submission of high-quality applications to charitable funders.
- Lead on exploring and developing corporate partnerships and sponsorship opportunities.
- Support the engagement and strengthening of relationships with existing Funders, Partners and Donors, either through direct engagement or by supporting and coordinating engagement activities with colleagues.
- Work with VSC colleagues to refine, market and manage income generation activities.

Evaluation & Reporting

- Liaise with staff teams to ensure robust monitoring and evaluation systems are in place.
- Collaborate with staff teams to complete reports for Funders, Partner & Donors.

Finance Management

- Produce, maintain and report on budgets including the overall organisational budget and project budgets, in collaboration with the Executive Director.
- Maintain and facilitate an effective financial reporting system to meet the needs of the organisation in terms of financial planning, monitoring and reporting
- Provide day to day accounting, cashflow, banking, payment, and reporting functions in accordance with company and charity regulations, using XERO.
- Undertake monthly payroll requirements including submitting information to payroll company, checking payroll figures before they are finalised, overseeing reports and preparing the salary journal
- Produce monthly management accounts and cashflow for presentation to Executive Director, Operations Manager, Finance Sub-Group and Board

- Facilitate a financial grant management system across the Charity ensuring compliance with all funding agreements
- Prepare annual accounts in partnership with external accountants
- Ensure all financial controls are adhered to and the Financial Controls Policy reflects current practice
- Attend and provide reports and overviews for the Quarterly Finance Subgroup of the Board of Directors

General

- Commit to the organisation's vision and values.
- Take a proactive role in learning about the work of VSC, our communities and impact.
- Contribute to the ongoing development of the Village Storytelling Centre with the rest of the team by supporting the delivery of activities, events and performances, including the biennial Village Storytelling Festival.
- Contribute to planning and development along with the wider VSC team.
- Ensure that policies and procedures are adhered to at all times.
- Carry out other reasonable duties as may be ascribed to the post by the Executive Director.

Person Specification

To succeed in this role, we are looking for someone who has the following skills and experience:

Essential:

- Demonstrable experience in fundraising or business development
- Proven record of successfully applying for fundraising/producing fundraising proposals
- Demonstrable experience of growing income across a variety of fundraising streams
- A passion, drive and creativity with confidence at building relationships
- Excellent written and verbal communication skills and ability to relay appropriate messages effectively to disparate audiences
- Experience of monitoring, evaluating and preparing reports for funders.
- Demonstrable experience of implementing and maintaining financial and accounting systems
- Experience of setting, maintaining and reporting on budgets
- Excellent attention to detail
- Has knowledge and experience of working within a charitable organisation
- Has experience in developing partnerships, making links and maintaining effective working relationships with partners.
- Is an experienced collaborator and administratively self-sufficient.
- Is committed to equal opportunities and social justice.
- Is committed to embedding environmental sustainability and awareness into project planning.
- Has an imaginative, enthusiastic and flexible approach.
- Has the ability to prioritise a diverse workload.
- Has great communication skills.
- Has the ability to represent the Village Storytelling Centre at all levels.

Desirable:

- Practical experience using XERO accounting system
- Relevant professional qualifications

- Experience of working in the arts or community sector

The successful candidate will be subject to a PVG check and satisfactory references.

We are committed to contributing towards a more diverse workforce in the arts and the third sector. We welcome applications from people who identify as coming from a group that is marginalised due to (for example) age, disability, ethnicity, faith or belief, sex, gender identity, sexual orientation, education, socio-economic background or caring responsibilities.

To apply:

Please apply by submitting an application form, along with a CV. This should be emailed to recruitment@villagestorytelling.org.uk by 9am on Tuesday 13th May 2025.

Interviews will be held on Thursday 22nd May 2025

The successful candidate will ideally be available to begin the post on the week beginning 16th June 2025. This is a permanent post, subject to continuation of funding and successful completion of a six-month probationary period.