### **Job Title**: Development Officer

Location: Inverness (Office-based in Inverness with flexibility for hybrid working)

Salary: £29,000-31,000 per annum, pro rata

Hours: Part-time, 14-21 hours per week (evening and occasional weekend work as required)

Contract: Fixed-term until April 2028 (subject to a 6-month probationary period and PVG check), possibility to extend the contract depending on funding.

### **About Us**

Relationships Scotland – Counselling Highland (RS-CH) is a leading relationship counselling charity in the Highlands, offering couples, individuals, and families support through counselling, advocacy, and education in healthy relationships.

As part of a national network affiliated with Relationships Scotland, we are embarking on an ambitious three-year development plan to expand our services. We aim to break down barriers to accessing counselling and provide varied levels of support tailored to our clients’ needs.

We are seeking an enthusiastic and proactive Development Officerto help us develop client engagement and outreach activities, increase business development efforts and expand our offering to meet the needs of the communities we serve.

### Key Responsibilities

#### Service and Business Development

* Develop and deliver new approaches to engage communities across the Highlands i.e. digital outreach initiatives, community events.
* Develop and lead a high-impact Healthy Relationships Programme, focusing on preventative support and improved communication skills for couples, parents and young people to address relationship issues before they reach a crisis point.
* Identify and pursue funding opportunities, including grants, sponsorships, and community fundraising initiatives, contributing to the development and execution of a robust fundraising plan.
* Monitor and evaluate engagement strategies, using feedback and data to refine approaches and improve service accessibility.

#### Outreach and Communication

* Use social media, local press, and community engagement to ensure RS-CH’s services are accessible and well-communicated.
* Establish connections with local communities, partner organisations and corporate sponsors to enhance the charity’s reach, impact and visibility.
* Engage with corporate sponsors and philanthropic organisations to explore potential partnerships that align with RS-CH’s mission and support its long-term sustainability.
* Represent RS-CH at community events, forums, and networking opportunities to raise awareness, promote services, and advocate for our service.

### Key Skills and Experience

#### Essential

* Proven ability to work with a range of diverse client groups and stakeholders.
* Experience in developing services, community co-design and co-production.
* Experience in developing and executing fundraising plans.
* Proficiency in using social media to engage with target audiences.
* Ability to work independently and collaboratively within a team.
* Good knowledge of the Third Sector and/or community-based initiatives.

#### Desirable

* Qualification or experience in counselling or mental health support.
* Experience in corporate sponsorships.

### **Personal Attributes**

* Professional, adaptable, and creative approach to work.
* Highly organised and capable of working flexibly, including evenings and occasional weekends.
* Excellent communicator and collaborator.
* Compassionate and empathetic with strong interpersonal skills.
* Strong verbal, written, and digital communication skills.
* Passionate about improving access to counselling, psychoeducation (including sex education) and promoting healthy relationships.

### **What We Offer**

* Commitment to Fair Work First practices, including Real Living Wage pay.
* 30 days of holiday entitlement.
* Employee Assistance Programme.
* Employee discounts.
* Flexible working arrangements to support a healthy work-life balance.
* Travel expenses for work-related journeys.
* Professional development opportunities, including training and CPD support.
* Supportive and inclusive work environment.
* The opportunity to contribute to a charity making a meaningful impact on relationships, mental health and well-being across the Highlands.

### **How to Apply**

Please send your CV and a covering letter detailing how you meet the essential requirements of the role to [servicemanager@counsellinghighland.org](mailto:servicemanager@counsellinghighland.org) with the subject line: "Development Officer Application."

For an informal chat about the role, contact our Service Manager Anna Lynch at the same email address.

Closing Date: 12noon on 22nd April 2025 (RS-CH reserves the right to close applications earlier if sufficient responses are received).