

THE PYRAMID AT ANDERSTON

HEAD OF DEVELOPMENT

Flexible, between 21 - 35 hours per week, to be agreed with successful candidate

FTE £37,000 - £41,000 per annum, pro-rata for part-time hours

Willing to consider freelance/self-employed applicants

Fixed term contract of 18 months, extension subject to funding

Based at The Pyramid at Anderston

Responsible to: Chief Officer

Responsible for: No current line management responsibilities

Key relationships: Head of Operations; Pyramid Staff and Trustees; Pyramid Members and participants; funders and grant-making bodies; local and national government; partner organisations and staff

The Pyramid at Anderston SCIO, registered Scottish Charity: SC048144 was formed in 2018 and took ownership of our iconic B-listed heritage building in March 2019. Our work is continuously evolving; we have completed Phase 1 of the building's redevelopment, which includes accessibility improvements, our refurbished Community Sports Hall, Kitchen, and Community Shop. We produce a range of high-quality innovative events and activities with the community. We are committed to a diverse workforce with wellbeing central to all we do www.thepyramid.scot

Our charitable objectives:

To prevent and relieve poverty; to advance citizenship and community development; to advance the arts, heritage and culture; and to provide recreational facilities and organise activities for members of the public which reduce isolation and loneliness and increase wellbeing.

Our vision is to Make Anderston Flourish

Our mission is to be an inclusive and inspiring community-led anchor organisation that is central to building wealth and wellbeing.

Values

Inclusion

Collaboration

Diversity

Integrity

Compassion

THE PYRAMID'S STRATEGIC AIMS AND OBJECTIVES

To achieve stability and sustainability for the future of The Pyramid.

Development and maintenance of The Pyramid building and estate, reducing carbon emissions.

To cement the Pyramid's status as a Community Anchor Organisation.

To grow and deliver a range of inspiring and inclusive projects, programmes, activities and events for community members:

- Improve the wellbeing – health, prosperity, and quality of life – of our community
- Ensure that our community has access to good affordable food, improved outdoor spaces, and a range of support, services, advice, activities, events and opportunities to improve their lives, with a particular focus on those who are marginalised, affected by poverty and/or disadvantage.
- Deliver and develop community wealth and capacity building activities to progress local economic regeneration.
- Further grow our membership and number of participants, particularly from under-represented groups.

HEAD OF DEVELOPMENT

The Head of Development (HoD) will play a key role in the Senior Management Team, working alongside the Chief Officer and Head of Operations to achieve The Pyramid's aims and objectives.

The HoD will lead the development and evaluation of The Pyramid's fundraising and income generation to ensure the delivery of our objective 'To achieve stability and sustainability for the future of The Pyramid,' resulting in an organisation which is more resilient, strategically focused, and positioned for sustainable and achievable growth. This role is initially funded for 18 months by the Development Trusts Association Scotland's Recovery and Resilience Programme. We envisage that sufficient income will be generated to enable the HoD role to become permanent.

We have completed the first phase of capital development and the HoD will work with our Chief Officer to secure further capital development funding; the HoD will lead on revenue and project funding.

The successful candidate must be able to demonstrate significant fundraising success and experience. We are looking for someone who brings:

- Fundraising and Strategy: Experience leading income generation strategy, delivery, monitoring, reporting, and evaluation.
- Grant and Financial Management: Proven experience managing grants, financial reporting, stewardship, and contributing to long-term financial planning.

- **Funder Networks:** Practical, working knowledge of major funders, donors, trusts, foundations, and statutory bodies.
- **Relationship Building:** A track record of targeted engagement with businesses, partners, and individual supporters to build a diverse and sustainable income base.
- **Commercial Growth:** Experience supporting the development of new income-generating activities, projects, and the growth of earned income.

The role is based at The Pyramid at Anderston. We welcome conversations about flexible and hybrid working, although we do expect the postholder to work in the office for a minimum of 2 days per week and to attend evening Board Meetings (approx. every 2 months). There will be some requirement to work at evenings and weekends on occasion.

KEY RESPONSIBILITIES

Contribute to shaping, implementing and reviewing The Pyramid's strategic direction, centring our mission, vision, values and strategic aims into clear objectives, delivery plans and outcomes.

Act as an ambassador and representative of The Pyramid, deputising for the Chief Officer as required.

Create a fundraising strategy and plan in line with The Pyramid's aims and objectives; identify and apply for funding, build a pipeline of funding opportunities

Manage and develop policies and procedures to ensure The Pyramid is compliant with its statutory duties, ethical fundraising, OSCR requirements, etc.

Create materials to support fundraising, e.g. case for support, annual report, etc.

Support the implementation and development of a new CRM system.

Maintain accurate records, including grant awards, funder requirements, financial records, monitoring and evaluation and internal and external reports to e.g. funders, statutory organisations, Board of Trustees, etc.

Maintain and develop relationships with funders, grant making bodies, statutory organisations, partners and donors.

Strategic development and business planning, working closely with the Chief Officer and Head of Operations.

Attend and contribute to Pyramid team meetings and Board meetings.

Any other reasonable duties which may be required by The Pyramid.

We are committed to staff development and a skilled workforce and encourage training, learning and development.

The above serves to highlight the type of duties and responsibilities which will be required in the role. It is not an exhaustive list and responsibilities may vary.

PERSON SPECIFICATION, REQUIRED SKILLS AND EXPERIENCE

Criteria	Essential	Desirable
Qualifications		
Professional qualification in a relevant discipline or relevant professional membership		X
Educated to degree level or equivalent		X
Skills and Experience		
Excellent organisational skills and attention to detail	X	
Excellent communication skills including written and spoken English, with the ability to articulate the mission and aims of The Pyramid and produce a range of materials, reports, funding applications, etc to a high standard	X	
Significant (at least 3 years) senior fundraising and/or income generation experience and able to evidence a meaningful level of success	X	
Ability to represent The Pyramid to and engage with a wide range of people including supporters, donors, funders, etc; experience of building and maintaining relationships with donors, funders and partners	X	
Understanding of the national and local third sector landscape and relevant national and local government policy	X	
Proficient in using IT and software including MS Office suite or similar; ability to establish and maintain databases	X	
Excellent financial/budget management and reporting skills, able to produce project budgets, income forecasts, etc	X	
Experience of working in a charity, community anchor organisation, heritage organisation, or similar		X
Ability to identify and develop opportunities and has an entrepreneurial mindset, able to develop concepts into practical projects	X	
Experience of business planning and development		X
Experience of monitoring, evaluating and reporting on funded projects, including evidencing impact	X	
Qualities and attributes		
Highly motivated and resilient individual, able to meet tight deadlines and income targets and to manage workload priorities	X	
Ability to be a positive, flexible and enthusiastic member of The Pyramid team	X	
Commitment to the ethos and values of The Pyramid	X	

Key terms and conditions

1. Pension contributions: employees are automatically enrolled into a workplace salary sacrifice pension scheme when contracts will last for a minimum of 3 months, subject to meeting minimum income thresholds. You may opt into the pension scheme from Day 1, subject to meeting other conditions, by notifying your Line Manager. Employer and employee will both contribute a minimum 4% of salary. If the employee chooses to increase their contribution to 5% or above, the employer will pay an additional 1% taking employer contribution to a maximum of 5%. Pension rules can be complex and change, The Pyramid does not offer any pension advice and you are advised to consult an independent advisor if required.
2. Annual leave: employees are entitled to 35 days annual leave, including public holidays (pro rata for part-time positions).
3. Place of work: The Pyramid at Anderston, 759 Argyle Street, Glasgow G3 8DS. Hybrid home working is available, with a minimum of 2 days per week in the office.
4. Core contracted hours and exact working pattern to be agreed. Additional overtime hours may be required to support Pyramid events and activities and notified in advance. Evening work and weekend work may be required on occasion.
5. In order to comply with the Asylum and Immigration Act 1996, you will be asked to provide document(s) confirming your eligibility to work in the UK.
6. On appointment, all employees will be asked to share a Level 1 Disclosure, dated within the past 28 days. The Pyramid may request further Disclosure checks including PVG scheme membership. The Pyramid bears any costs associated with this.

Note: This job description is a general overview and may be subject to change based on the specific requirements and policies of The Pyramid at Anderston.

HOW TO APPLY

Complete application and return to Ailsa MacKenzie, Chief Officer, ailsa@thepyramid.scot by 10am, Monday 13 July 2026. No CVs.

If you would like an informal conversation about the role before applying, please contact ailsa@thepyramid.scot

*The Pyramid at Anderston is committed to equality of opportunity,
and supports a diverse workforce throughout all roles.*

This document does not form part of a contract of employment.