



Caithness  
Consulting

Executive Search by Professionals, for Professionals  
**Our Experience Makes the Difference**



The James  
**Hutton**  
Institute

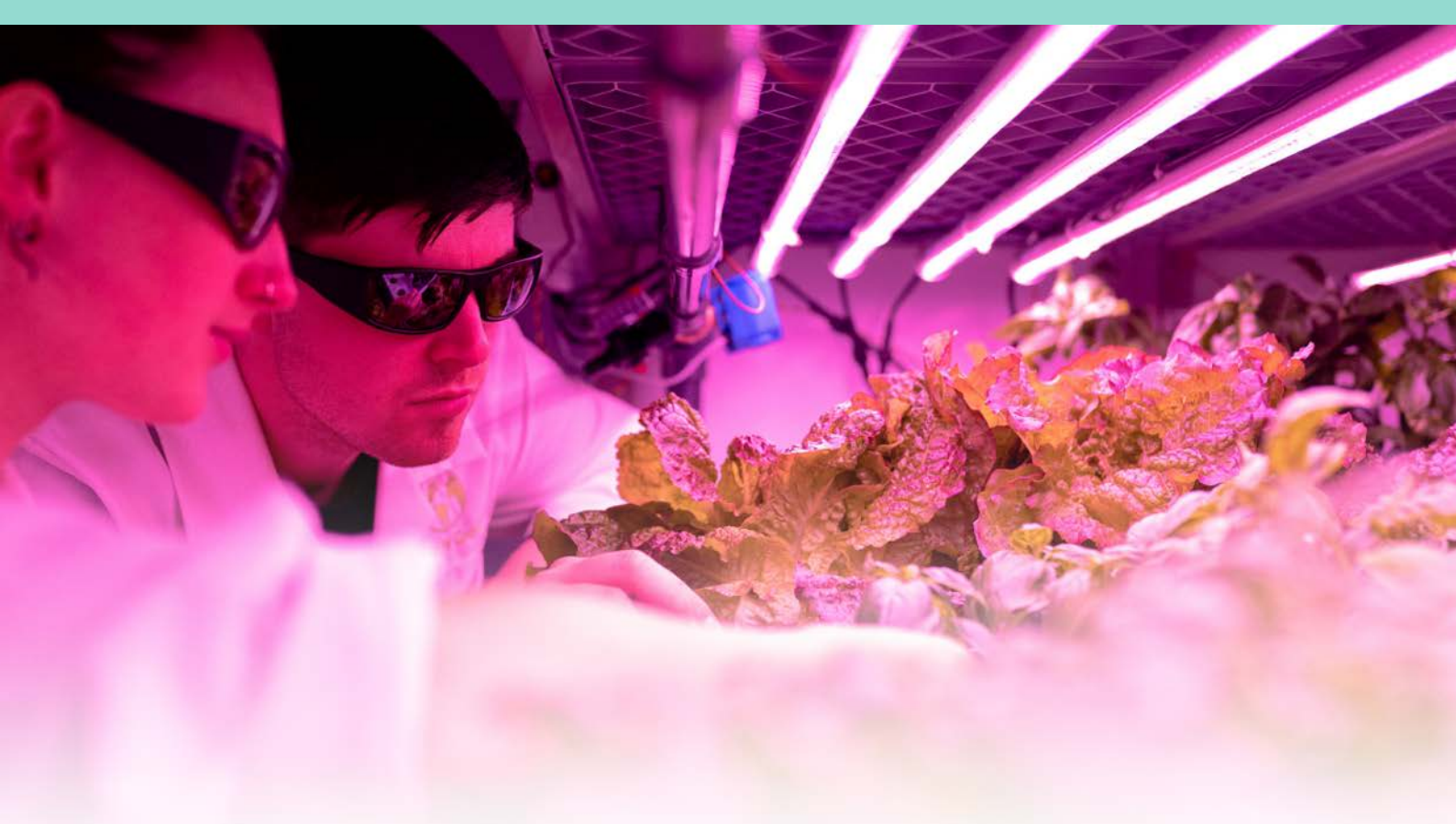
Engaged by our client to recruit a

**Prospect Research Specialist**

---

**Candidate Information Brief**

---



# About our Client

The James Hutton Institute

We are an independent, research-intensive organisation working on land, crops, natural resources and people, based in Scotland, using science to benefit future generations in Scotland and internationally.

Of our 500 colleagues, 350 are scientists and 150 are members of the professional services teams, including an extensive farm, field and glasshouse research service.

We host 120 postgraduate students registered at more than 30 different universities in the UK and internationally.

Over 100 further people work with us in the private and public sector bodies co-located on our campuses. We host Biomathematics Statistics Scotland (BioSS) which adds great strength to all areas of our research.

Our partnership with the Plant Sciences Division of the University of Dundee, located at our Invergowrie site, contributes significant benefits to our research capabilities and post-graduate school.

Our subsidiary, James Hutton Limited, helps deliver impact in both the private and public sector by commercialising our intellectual property.

- World-leading independent scientific research organisation.
- Based in Scotland but working in collaboration across the globe.
- Innovative pioneering science finding solutions for the challenges posed by the climate and nature crises for the sustainability and resilience of our crops, land, natural resources and communities.
- Development of transformative tools, interventions, products and land management practices.
- Unique research in labs and landscape scale, combining the natural and socio-economic sciences.



# Our work is inspired by James Hutton: innovator & polymath.

Creator of “deep time”; author of

- Theory of the Earth
- Theory of Rain
- Principle of natural selection
- Theory of Knowledge and
- The Elements of Agriculture



# Our Impact

- One Example

- Potato is 2nd largest crop in Kenya with 800,000 growers in the country with annual production value of c£300 million
- We have identified potato genotypes that are heat tolerant, disease resistant, fast cooking and early maturing - traits highly desired by African growers and consumers
- Evaluation is underway by farmers, consumers, processors in Malawi and Kenya
- The potato value chain supports >2.5 M people.
- Doubling yields with just ~40% of farmers would result in a 0.3% increase in Kenya's GDP





World-leading  
independent  
scientific research  
organisation





# Our Strategy

For 2021-2026

The context The past five years have seen major changes in the external context in which we work. The COVID19 pandemic has hugely disrupted our way of life and the economy. It has refocussed minds on the need to work together to solve global issues including the bigger threats of the Nature and Climate crises for both current and future generations.

The Global challenges are mirrored in the priorities of the Scottish and UK Governments and the European Union's (EU) Societal Challenges.

There have been major advances in technology from drones to gene editing, and there is an ever-increasing need for development of integrated solutions, including incorporating new digital technologies.

At the same time, there is better understanding of the critical role of social sciences in addressing global challenges, and social innovations have emerged in the form of third sector and community-led initiatives.

The complex and urgent nature of our world's problems means we need inter-disciplinary and trans-disciplinary research that brings different skills and expertise to tackle the issues affecting multiple uses of land and natural resources.

The urgency of the world's situation means we need to be bolder, undertaking more transformative research.



# What we will do

We have an established international reputation for working with a diverse range of stakeholders and across scientific boundaries.

Over the next 5 years we will build on this reputation and extend our use of landscape-scale action based research to test interventions aimed at supporting future sustainability and to gather evidence on what works more quickly.

Our plans align with the Scottish Government's commitment to reducing inequalities, increasing innovation, sustainable economic growth, investment in our natural capital and in education, skills and learning, and the internationalisation of what we do.

Working in collaboration with our partner Scottish Environment, Food and Agriculture Research Institutions (SEFARI) we will deliver to the Scottish Government's Environment, Natural Resources and Agriculture research programme.

In addition, we will support the Scottish Government's portfolio of Centres of Expertise on Climate Change, Waters, Plant Health and Animal Disease Outbreaks, the new centres on Biodiversity and Knowledge Exchange and Impact, and Scotland's underpinning national capacity in science.

We will continue to engage with all parts of society, policy, academia and industry.

Innovation happens when problems, opportunities, ideas, technologies and common goals are shared. We welcome more people to join us on our campuses to maximise knowledge flows through the provision of shared social and collaboration spaces.

We will embrace new ways of working through Open Science, sharing our data, code, and research outputs and knowledge still further to ensure there is equality and transparency in all we do. Our locations, our size, and the way we work all make this easier.

We will continue to build on our teamwork approach, recognising the role that all play. With new harmonised terms and conditions for all our people we have also committed to the Scottish Business Pledge, a values-led partnership between Scottish Government and business that is based on boosting productivity and competitiveness through fairness, equality and sustainable employment, and our corporate activities will continue to demonstrate our alignment with this important commitment.

## You can play a key role in this plan:

### The Hutton Development Office

Focusses on fundraising to bring in additional support for our science and help drive even greater impact. The Development Office will also engage a wider range of stakeholders in our strategy and vision for a more sustainable world. It will help celebrate James Hutton and especially his Tercentenary in 2026 and by extension his inspiration and fields of study. In addition to our two main campuses in Craigiebuckler and Invergowrie, we have offices in Edinburgh and three research farms.

We work with partners in over 55 different countries worldwide, carrying out international research in Europe, China, India and Sub-Saharan Africa.

Our approach is to take our expertise, skills and knowledge from Scotland to help others, and to learn and bring the world's expertise, knowledge and skills back to help Scotland.



# The Role

## Prospect Research Specialist

We are seeking a pro-active and highly motivated fundraising professional with excellent research and donor stewardship experience to join the Development Office.

### Main Purpose of Job:

To support the Head of Development to establish a Development Office to manage our existing and prospective relationships with donors.

To provide support to the Head of Development in researching prospective and existing donors, scoping funding opportunities and the smooth day to day running of the development office.



# Your skills & attributes for success

## Prospect Research Specialist

- A keen interest in the challenges that the James Hutton Institute seeks to address.
- Excellent organisational and time management skills with flawless attention to detail.
- Experience in prospect research, fundraising, relationship management or marketing.
- Proven written and verbal communication skills, excellent telephone manner.
- Proven track record in administrative tasks.
- Knowledge of development or customer databases.
- An ability to act with discretion and tact.
- Self-motivated, determined and efficient.

The ability to use CRM databases, particularly Raiser's Edge would be a distinct advantage as would proficiency in design software.



# Remuneration Package & Benefits

Flexible working:

Remote working with some visits to the Institute campuses.

Compensation:

Band D £33,595 - £40,769, depending on experience.

Term:

Full time (37 hours per week), permanent.

Holidays:

Year 1 - 35.5 days

Years 2 & 3 - 37.5 days

4+ years - 40.5 days

The Institute is closed for 7.5 days over the Christmas/New Year break and these days will be deducted from your allowance as above.

This is supplemented by an attractive benefits package including:

Pension - 6% employee / 15% employer

Cycle to work

Apple discount

Simply health

Headspace

Craigdon Mountain Sports





# Eilish McDowell

Will be the Consultant who will lead on this role

## Contact details

☎ Phone: +44 (0)7720 249200

✉ E-mail: [eilish@caithnessconsulting.co.uk](mailto:eilish@caithnessconsulting.co.uk)

## How to Apply

Caithness Consulting has been appointed by The James Hutton Institute to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time.

Alternatively, please submit a copy of your CV to Eilish along with a covering letter outlining why you believe you are a good fit for this role.

Gemma Elliot, the Head of Development, will be pleased to have a conversation with you prior to applying.

Closing Date: 3<sup>rd</sup> July 2023

Interview Dates: T.B.C.

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. [www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)







Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



[www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)