

Job Description

Job title: Development Manager

Job purpose:

1. To support the development and growth of the charity’s work and impact by providing business development and project management across all departments and functions.
2. To manage and develop the existing grant making programme, including the growth in our grant making capability and the repurposing of our grant making to support new programmes and the delivery of charitable work and impact.
3. To support the development of new programmes, projects, initiatives in line with plans for growing the charity’s impact including our Education and Carers Projects.
4. To assist in the development of the organisational capacity and infrastructure to effectively manage and sustain the growth in the charity’s impact.

Reporting to: Director of Development

Responsible

For: Grants Officer, Volunteer Co-ordinator

Based: Vassall Centre plus some off-site working

Salary: £35,000 - £40,000 pa pro-rata

Term: Full time (scope to agree flexible or part-time working)

Hours: 21-35 hours a week (working hours/days can be flexible and may include occasional evenings and weekends)

Annual Leave: 26 Days pro rata

Main activities and responsibilities

<u>Activities</u>	<u>Description of activities and responsibilities</u>
Strategic	<ul style="list-style-type: none"> • Work with the CEO to develop existing grant making capabilities in line with the charity’s plan and in response to emerging opportunities. • Work with the CEO to re-purpose our grant funds to support the start-up and expansion of our Community Hubs. • Provide Project Management to support new/emerging programmes that could be delivered through all Hub locations and potential partners. • Develop plans for the growth of our grant making capability both in terms of impact and scale. • Manage the Emergency Response Fund, ensuring staff and Trustees are aware of their roles and tasks and appropriate processes are in place ready for activation.

Grant making programme	<ul style="list-style-type: none"> • Oversee the operation and improvement of the existing grant making programme. • Develop and manage new funds through to full operation and growth including Access to Dental Care and Dreams & Wishes. • Provide Project Management support to the new Barry T Jones/Education project in partnership with the Bristol Education Partnership and the Carers Project.
Development and Growth	<ul style="list-style-type: none"> • Carry out local/regional research to identify potential new needs, initiatives, projects/services, and resources. • Develop relationships (on-site and beyond) that could lead to future developments and partnership working. • Produce Business plans as directed by your Line Manager to secure permission and resources to launch new initiatives. • Support development work for the launch and implementation of the charity's strategy for Community Hubs, Housing and Investment. • Horizon scan for new ideas, threats, resources, and opportunities for future development of BC's work. • Working with the CEO/Director of Development to develop the Charity's vision and plans for future growth of the charity, and support fundraising activity. • Support the Development Director with developing commercial or trading activities or ventures.
Project Management & Business Support	<ul style="list-style-type: none"> • Provide support to the CEO/Director of Finance in managing the Strategic Planning process, ensuring whole charity engagement, and managing timings of critical inputs/actions from SLT. • Provide Project Management support across all Departments of the charity including Housing, Community, and Corporate Services as directed by the SLT. • Support the Development/Community Team with the researching, scoping, and planning for income generating and/or social enterprise ventures. • Support the CEO/Director of Development with launching and developing Hubs in other neighbourhoods (Stockwood/Henbury) or across the city.

Person Specification

Knowledge, Skills, and Experience

- Experience in a Project Management role and ideally with a knowledge/use of Project Management tools.
- Strong research and planning skills, with ability to write business plans and reports.
- Management of change, with evidence of introducing key organisational changes through effective Project Management.
- Some commercial awareness, with experience of income generating activities, comfortable with achieving targets.
- Experience of business development, particularly in the voluntary/charity sectors.
- Understanding of risk management
- Ability to engage with project stakeholders, and ability to deal with issues appropriately and constructively and to manage change.
- Outstanding communication skills – both written and verbal
- Strong IT skills.

Key Competencies and behaviours

- Ability to meet deadlines and targets, demonstrating ability to achieve challenging targets despite constraints and obstacles.
- IT literate and willingness to embrace new IT systems and technologies to support and develop other staff.
- Excellent written and oral, verbal, and non-verbal communication skills with the ability to tailor these to the situation and audience.
- Ability to build working relationships with a wide range of stakeholders within the Housing sector and the local community, and act as an ambassador of the Charity.
- Good at retaining and or improving record keeping systems.
- High degree of confidentiality and professional etiquette whilst upholding professional boundaries, safeguarding and GDPR frameworks
- Ability to liaise with other agencies in a professional manner and to work in a positive and respectful way with families, friends and carers or other users of Bristol Charities' services.
- Ability to demonstrate respect for difference and diversity and work with people of all backgrounds in a non-judgemental manner.
- Proactive attitude with the ability to demonstrate initiative, self-motivation, and high levels of production.
- A flexible, reliable attitude with good team working skills whilst also being able to work autonomously.
- Willingness to accept coaching, feedback, and guidance.
- Ability to start-up projects and see things through to completion and/or further growth and development.