

Job Description

Job Title:	Development Manager
Reports to:	Chief Executive
Responsible for:	Administration Assistant
Location:	Mansfield - office based with travel across the region
Salary:	Starting salary £39,599
Job type:	Permanent, full-time
Full/Part Time	Full time

Job Purpose

To support mining charities in CISWO's South England Region with the provision of guidance regarding sustainability and business planning, funding, and good governance and to protect CISWO's interests.

Key Responsibilities

- To provide support for mining charities across the South England Region with regards to development opportunities, sustainability, funding and governance issues.
- To provide secretariat services to mining related regional grant making charities.
- To support mining charities to develop business plans and budgeting.
- To contribute to the development of CISWO's support offer for other mining charities, seeking new methods of supporting local trustees.
- To promote CISWO's support offer, undertaking site visits to miners' welfare charities and meeting with local charity officers.
- To support mining charities to identify funding opportunities and develop funding proposals.
- To develop local partnership working with other voluntary sector organisations, tiers of local government and local communities.
- To ensure that CISWO's interests and responsibilities in partner charities are retained and fulfilled.
- To represent the organisation with external parties, including, welfare charities, councils and local authorities as required
- To promote the organisations work with welfare charities through a range of marketing activities.
- To provide training for local charity trustees and officers, encouraging good governance and building good governance.
- Support the recruitment of local trustees for local mining charities.

- To produce high quality reports with regards to funding, activity monitoring and evaluation.
- To undertake monitoring and reporting regarding the work undertaken with welfare charities
- To participate in personal development opportunities and develop such opportunities for team members to facilitate a learning and development culture in the region
- To work within a flexible framework in order to meet the demands of the service which may include outside the usual 9-5 hours and considerable travel.
- To undertake any other duties as requested and reasonable to the post.

Skills/Qualifications/Experience**Essential:**

- Educated to degree level or equivalent.
- Experience of community development and / or business development.
- Experience of building positive relationships with a range of stakeholders including at a community level.
- Experience of identifying and applying for funding on a national, regional, or local level.
- Understanding of business planning and budgets.
- Proven experience of working in the charity sector with a good understanding of governance requirements and the challenges facing the sector.
- Proven experience in building confidence and a positive reputation with stakeholders.
- Excellent communication skills, both written and oral with the ability to influence and engage with a wide range of partners.
- Excellent IT skills using a range IT packages including databases.
- Evidence of ongoing personal development and participation in learning opportunities.
- Ability to be self-motivated, with good personal organisational and time management skills.
- Good judgement and logical decision making ability
- Ability to resolve problems in a proactive, practical and positive manner
- Ability to take initiative with a practical, 'hands on' approach to work
- A valid driving licence and access to a vehicle.
- Flexibility to travel across a wide geographic area with occasional overnight stays

Desirable:

- Experience of designing and delivering training
- Knowledge and understanding of the issues facing former mineworkers and mining communities

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.