



Development Manager

Hours of work: 30 hours per week. Some weekend and evening work will be required.

Contract length: 22 months fixed term (until November 2026), with the ambition to extend depending on future funding.

Location: Hybrid. 3 days a week at home, with 1 day per week in a shared office space in Bakewell. Occasional travel to the Peak District National Park, Yorkshire Dales National Park and North York Moors National Park will be required.

Pay: £33,600 pro rata (actual annual salary £26,880 for 30 hours work)

Annual leave allowance: 27 days plus bank holidays pro-rata

Other benefits: Pension contribution of 3%; learning and development budget.

Job purpose

This is an exciting role to help shape the future direction of the charity Peak District Mosaic and their new project Championing National Parks for Everyone, funded by The National Lottery Heritage Fund.

The Championing National Parks for Everyone project will deliver opportunities for diverse communities to visit, enjoy and work in National Parks, including the Community Champion training programme. A key outcome of the project is to build a strong legacy through this network of Community Champions and develop Peak District Mosaic as a resilient charity who can support this network into the future.

Reporting to the Board of Trustees, the Development Manager will develop Peak District Mosaic as a larger, more sustainable and financially resilient organisation. They will support the development of an income strategy so that Peak District Mosaic can continue to deliver activities in the future, scoping out further opportunities and developing partnerships as required. They will also support the development of processes, policies and systems at the charity to help build capacity, with the support of the Board of Trustees and Derbyshire Dales CVS. This work will support the charity to improve access to the National Parks long into the future.

The Development Manager will also work closely with the Board of Trustees and the Project Coordinator to deliver our current Championing National Parks for Everyone project. This is delivered by a partnership consisting of Peak District Mosaic, the Peak District, Yorkshire Dales and North York Moors National Park Authorities and Derbyshire Dales CVS. They will project manage the delivery of a range of activities within the National Parks that support more people from diverse communities to visit, enjoy and work in the National Parks, ensuring timely reporting and evaluation of the project to The National Lottery Heritage Fund. They will also manage a Project Coordinator who will deliver further training and support to the network of Community

Champions that will empower them to run their own activities to support communities to visit the National Parks in the long-term.

The Development Manager will be one of two staff members in Peak District Mosaic, working closely alongside the Board of Trustees to achieve the project's outcomes and progress the wider aims of the charity. The Development Manager will be the lead staff member in our small, growing charity and will need to be comfortable working independently as well as part of a small team.

About us

Peak District Mosaic is a registered charity that has been working since 2016. Our aim is to create and sustain engagement between the Peak District National Park and new audiences, including Black, Asian and Minority Ethnic communities living around the borders of the Peak District National Park. We do this by organising visits and activities that are fun but also develop knowledge, skills and new friendships. We take an active role in promoting and protecting this wonderful place for all, especially for future generations.

We are undergoing an exciting period of development, having recently received funding from The National Lottery Heritage Fund. Thanks to this funding, our new project "Championing National Parks for Everyone" will expand our work and has been developed in partnership with the Yorkshire Dales, North York Moors and Peak District National Parks. This project will deliver a range of opportunities to support people from diverse communities to visit, enjoy and work in the National Parks. This includes training to support people to become "Community Champions" and gain the skills and knowledge for them to run safe and enjoyable activities within the National Parks for friends, family and community members.

To find out more about our work, please visit www.peakdistrictmosaic.org

Key responsibilities

The Development Manager will;

Support the development of Peak District Mosaic as a charity

- Work closely with Peak District Mosaic's board of trustees to develop the charity's income strategy, to include;
 - Developing an income plan to support the charity's future ambitions as outlined in the business plan.
 - Scoping options and applying for grant funding.
 - Developing partnerships with other organisations to deliver activities or generate income.
 - Exploring and growing other models of income generation, including training, consultancy and donations from individuals or corporate supporters.
- Developing new projects with the Board of Trustees and partners to help Peak District Mosaic achieve our mission
- Provide support to Peak District Mosaic's board of trustees to review and develop the strategic direction of the charity and its business plan.
- Work closely with Peak District Mosaic's Treasurer and board of trustees to continue to develop the charity's financial, governance and administrative processes and systems.

Manage project delivery of Championing National Parks for Everyone

- Work with the project's steering group to manage the project, ensuring agreed outputs and outcomes are delivered on time and to budget.
- Chair regular steering group meetings and project delivery meetings.

Development Manager job description

- Oversee monitoring to track the project's outputs and milestones and identify and manage any risks or issues to delivery, supporting the Project Coordinator to manage this during project delivery.
- Work with project partners and Project Coordinator to ensure timely reporting of all project finances, outputs and outcomes to The National Lottery Heritage Fund, submitting quarterly report and meeting with The National Lottery Heritage Fund in line with their guidance.
- Develop a communications strategy and legacy plan for the project in line with guidance from The National Lottery Heritage Fund.
- Manage relationships with two external evaluators who will measure the impact of the project's activities, investigate practice at the National Parks and Peak District Mosaic and write a final evaluation report for The National Lottery Heritage Fund.

Oversee Peak District Mosaic's support to Community Champions

- Provide regular supervision and support to the Project Coordinator to enable them to deliver a range of training opportunities and networking events to further upskill the Community Champion network.
- Develop strategic partnerships with National Parks and other organisations in the sector to develop opportunities for Community Champions and Peak District Mosaic.
- Work closely with the Board of Trustees and the Community Champion network to develop an ongoing support offer for Community Champions across the three National Parks, including regular communications through our website and new opportunities.
- Attend Community Champion training days in the Peak District / Yorkshire Dales / North York Moors National Parks on occasions, to build up relationships between Community Champions and Peak District Mosaic.

Line management of Project Coordinator

- Line management of the Project Coordinator, to include providing regular supervision and supporting their ongoing development needs.

Other

- Ensure that all activities are delivered safely and inclusively, in line with Peak District Mosaic's Health and Safety policy, Safeguarding policy and Equality, Diversity and Inclusion policy.
- Ensure that Peak District Mosaic and the project's activities are closely aligned to the needs of different communities, encouraging and responding to feedback.
- Any other duties as agreed from time to time with the board of trustees.

Person specification

Essential

- Ability to develop strategy for a charity and put this into practice, especially in relation to income generation and the development of future projects.
- Knowledge of the charity sector and funding models, with a track record of supporting charities to generate income through a range of sources (for example experience writing grant applications, in events fundraising, developing relationships with corporate donors, or developing training and consultancy services)
- Project management experience, including experience of reporting to funders and working with partners to deliver a project
- Strong budget management experience, including understanding of cashflows and setting income targets.
- Excellent communications skills, with the ability to connect with a wide range of people.
- Excellent IT skills, especially using Excel for budget management and Word and PowerPoint for project reports.
- Ability to work independently using own initiative, with good time management, prioritisation and organisational skills
- Enthusiasm about making sure that our National Parks and outdoor spaces are for everyone.

Desirable

- Experience managing and developing partnerships.
- Experience of working with evaluators to understand the impact of a project.
- Experience of working closely with a Board of Trustees and an understanding of charity governance.
- Understanding of some of the barriers to visiting National Parks for people from Black, Asian and Minority Ethnic communities.