



Bradninch Town Trust

Development Officer

- Part-time, c12 hours per week
- £25,000-£27,000 pro rata, according to experience
- Hybrid working (home-based and on site at The Guildhall, Bradninch)

Overview

We want Bradninch Town Trust to be a flourishing, warm and sustainable part of the community in Bradninch. We are looking for someone who has the skills, experience and energy to support the Trustees in making this happen and to help secure the future of this important asset in our community. It is important that the postholder is able to manage both the administrative and the development aspects of the role, ensuring that the trust runs smoothly day to day and that it broadens its impact, welcoming new groups, events and users. This is an exciting role which offers significant responsibility and creative scope to the right person. The Development Officer reports to the volunteer Trustee Board via The Chair of the Trust, who is the line manager for this role.

About Bradninch Town Trust

Bradninch Town Trust is the name given to a collection of charities operating for the benefit of local people. Volunteer trustees manage properties on behalf of the people of Bradninch and these include The Guildhall, some residential buildings and some fields. The Guildhall is the largest public building in the town. It houses the Town Council Chamber and all rooms are available for hire.

Key responsibilities

1. Strategic Development

- Identify and develop new opportunities to expand and diversify the Trust's activities and services to meet the needs of the local community.
- Collaborate with the Trustees to create and implement strategic plans for long-term growth and sustainability.

2. Fundraising

- Develop and implement fundraising strategies, including identifying potential funding sources.
- In partnership with the trustees, write and submit grant applications to secure funding for new and existing projects.

3. Marketing and Promotion

- Create and manage marketing campaigns to raise awareness of the Trust's activities and attract participants, volunteers, and donors.
- Manage social media, website, and other digital platforms to promote the Trust's work and increase engagement with the community.
- Organise and attend events to promote the Trust, its mission, and its activities.

4. Partnership and Stakeholder Engagement

- Develop and maintain relationships with local authorities, businesses, other charities, and community organisations to promote collaboration and support for the Trust's work.
- Engage with the local community to gather feedback on existing services and identify new needs or opportunities.

5. Administration of properties – including The Guildhall and 3 residential houses

- Marketing and managing lettings for The Guildhall as a hireable venue, ensuring a high-quality experience for hirers.
- Liaising with the Buildings Caretaker who has responsibility for cleaning and simple maintenance.
- Being the first point of contact with permanent tenants, overseeing property management, liaising about issues that arise.

6. Operating charitable grant giving

- Marketing and managing the grant giving policies of The Parochial Charities Trust.

7. Financial management and record keeping

- Making payments, invoicing and operating an online accounting/bookkeeping systems (SAGE), and HMRC payroll.
- Preparing monthly management accounts for Trustees.
- Preparing annual accounts for the trustee board, external inspector and ultimately The Charities Commission and ensuring their timely submission.
- Preparing annual income and expenditure budgets, in association with Trustees.
- Arranging insurances and other compliances as required.

8. Facilitation of The Trustee Board

- Together with The Chair, collate and distribute paperwork for meetings.
- Make reports to trustees on the performance of budgets and property issues, ad hoc and at Trustee meetings.
- Take minutes of Trustee meetings, record and circulate them.
- Arrange the effective and safe online management and storage of Trustee Board documentation, ensuring access for trustees, (using Google Workspace).

Person Specification

We are looking for someone who has the experience, knowledge, skills and energy to support the Trustees in running and developing the Trust.

It is essential that the postholder is:

- Able to manage both the administrative and the development aspects of the role
- Self-motivated, organised and imaginative
- Comfortable with working both online/remotely, and in a consumer-facing environment .
- Able to operate with tact and diplomacy, as well as having capacity for robust discussion

Below is a list of desirable experience, knowledge and skills that we are looking for in this role.

It is not essential that you meet all of these criteria to apply, but is essential that you are able to demonstrate sufficient existing experience, knowledge and skills to successfully deliver the responsibilities of the role, and the capacity and capability to develop in areas where you may not already have relevant experience, knowledge or skills.

Experience

- Previous experience in a development, fundraising, or community engagement role within a charity or non-profit organisation.
- Proven ability to work with people from a wide range of backgrounds, ensuring inclusion and equal access to services.
- Experience in managing budgets and financial reporting.
- Experience in planning and delivering community events or activities.

Knowledge

- Knowledge of the legal and regulatory framework for charities, particularly in community development.
- Awareness of the social and economic issues affecting the local community, and experience in addressing these through community-based services.
- Knowledge of different fundraising methods and best practices.
- Understanding of how to develop and implement marketing strategies to raise the profile of an organisation.

Skills

- Ability to write successful grant applications and develop fundraising initiatives.
- Excellent written and verbal communication skills, with the ability to engage diverse audiences (e.g., funders, partners, community members).
- Strong interpersonal skills and ability to build and maintain effective partnerships with a variety of stakeholders.
- Competency in promoting services through various channels (social media, digital marketing, print, etc.).
- Problem-solving skills and the ability to identify challenges and develop creative solutions.
- IT skills, including proficiency in Google Workspace, SAGE and social media platforms.

Other information

Benefits

- Contributory pension
- Flexible working arrangements