



Development and Operations Manager

Employer: British Somali Community Centre

Location: Camden, London

Salary: £35,000 pro-rata (depending on experience)

Contract: Fixed-term 3 years

Hours: Part-time, 3 days a week/21 hours a week

Closing date: 01st June 2024

Job overview

British Somali Community Centre is a small refugee women-led charity with a 30-year history of delivering much needed services in education, family support, advocacy, and health programmes to the community.

We are seeking a dynamic, proactive, part-time Development and Operations Manager to oversee, grow and develop our organisation to continue to serve our community as we deal with an increase in demand for our services post pandemic and with the rise in the Cost-of-Living crisis.

The overall purpose of this role is to develop the organisation and oversee its operations. As a senior team member, you will play a pivotal role in both shaping and executing the organisation's vision and strategy. Working with the Trustees and Director to support the growth and development of the charity, this role will aid the organisation in making the most of new opportunities and to manage risk through informed strategic choices, stronger strategy development and greater strategic alignment across the organisation.

You will have knowledge of fundraising and be responsible for supporting income generation efforts by proactively seeking out and responding to funding opportunities from donor organisations.

The role will work closely to support the development and operations of projects and processes within the charity. You will make sure that all policies and processes are in place,

relevant and regularly reviewed and updated and that the organisation is effectively managed.

You will have excellent communication and people skills, able to engage and work with a range of stakeholders including staff from across the organisation, service users, donors, volunteers, members of the public and trustees. You will be someone who will fit our positive culture and can bring together individuals and teams to deliver successful projects.

We are looking for someone who has great business and financial acumen, can deliver change, oversee project development, and manage and successfully complete multiple tasks.

Ideally the candidate will have experience in the charity/not-for-profit sector, but we welcome applications from people looking to move into this career.

Main responsibilities -

- Lead on organisational development, business, and strategy planning.
- Oversee strategic monitoring and reporting, internal audits, costing and business growth opportunities.
- Ensure policies and processes are in place, relevant and regularly reviewed and updated.
- Support the development and operations of projects and processes within the charity.
- Develop and deliver a research plan to identify the most promising prospective donors for BSCC's programme priorities.
- Work collaboratively with senior management to develop and submit high value funding bids to meet fundraising targets.
- Secure long-term financing for programs by writing and applying for funding from a diverse range of funding streams.
- Develop the organisation to the vision of the board of trustees.
- Prepare updates, papers, and reports for trustee meetings, funding partners, and wherever else applicable.

Knowledge and skills -

- Bachelor's Degree or equivalent experience required.
- Experience in non-profit fundraising and writing successful business plans and strategies.
- Experience of leading on prospect management, taking the initiative, identifying, and reaching out to new trusts and foundations supporters.
- Experience in developing and managing high-quality relationships with trusts and foundations and/or high-net-worth individuals.
- Excellent organisational skills and attention to detail.
- Ability to prioritize multiple tasks and meet deadlines.
- Strong writing, editing, and proofreading skills.
- Demonstrated ability to think strategically and to achieve results in a fast-paced, team-oriented environment.
- Excellent interpersonal skills.
- Proficiency with Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.

Note: This is an exciting new role, and we expect it will evolve over time. This job description is not intended to establish a total definition of the job, but an outline of the duties. The

details above are neither exclusive nor exhaustive and the post holder may be required to carry out additional tasks from time to time, to enable the organisation to carry out its work efficiently.

Benefits -

- 25 days holiday (pro-rata for part-time role), plus bank holidays and the Christmas week.
- Excellent staff development and training opportunities.
- Job satisfaction from making a real difference on a small team for a charity integral to the local community.

Equality and diversity -

- We are an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, our users, and the diverse community we represent. We do all of this with kindness, empathy, and respect for each other.

DBS Checks and confidentiality -

- All employees are checked with the Disclosure Barring Service. If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Please note applicants refusing to sign the form will not be progressed further.
- All information relating to service users, volunteers and staff gained through your employment is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.

To apply –

- Please submit your CV and short covering letter (no more than one page) to admin@britishsomali.org.
- If you would like to arrange an informal discussion about the role, please contact admin@britishsomali.org.
- Shortlisted candidates will be invited to interview. We will be reviewing applications and conducting interviews on a rolling basis.