



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Development Manager
<b>PLACE OF WORK:</b>	Brunswick House, 62 Broad Street, Salford M6 5BZ
<b>HOURS OF WORK:</b>	28 hours per week, flexibly across four days, 9am–4.30pm, with some occasional evening and weekend working required with time off in lieu. Overtime payments do not apply
<b>ACCOUNTABLE TO:</b>	Chief Executive Officer
<b>DIRECT REPORTS:</b>	Community Connectors
<b>STARTING SALARY:</b>	Competitive – commensurate with experience
<b>HOLIDAYS:</b>	Annual entitlement is 30 days paid holiday accrued on a monthly basis plus statutory public holidays
<b>PENSION:</b>	START operates a contributory pension scheme into which you will be auto-enrolled (subject to the conditions of the scheme). START will contribute a minimum of 5% towards the auto enrolment pension
<b>TRADE UNION:</b>	START does not currently recognise a trade union. Employees have the right to join or not to join a trade union of their choice
<b>PROBATIONARY PERIOD:</b>	The post is subject to a probationary period of six months
<b>OTHER CONDITIONS:</b>	The post is not available for job share There will be an induction period of four weeks
<b>RESPONSIBLE FOR:</b>	Managing START's charity development activities, overseeing established partnerships and leading on the development of new programme partnerships and funding opportunities.
<b>ORGANISATIONAL CONTEXT:</b>	<p>START is a charity which has been delivering mental health recovery and prevention services in Salford for over 30 years. We use creativity, connection and recovery interventions to help improve people's lives.</p> <p>We currently employ 44 staff across Salford. As Development Manager you will work alongside our Service Delivery and Operations Managers as part of the Senior Management Team.</p>

## **JOB PURPOSE**

The Development Manager will play a key role in ensuring that we build on existing significant relationships so that START continues to be recognised as a valued and successful partner organisation and in identifying and securing new and emerging opportunities within both the mental health and creative health landscape.

Establishing and managing relationships, both internally and externally is a key element of this role; line managing staff, contributing to the priorities of START's Senior Management Team and liaising with leaders from a number of key organisations which includes both VCSE and statutory partners to build trust and mutual respect.

The role will work closely with finance colleagues to assess funding priorities and develop and implement a fundraising strategy which will generate sustainable income streams for START in line with the organisation's vision and mission.

This opportunity will help to raise the profile of START both in Salford and across the GM footprint, opening up new and exciting opportunities to help the charity to support more people to improve their mental health and wellbeing.

## **KEY RESPONSIBILITIES**

- A highly motivated, resilient leader who encourages innovation, values partners and partnership working, ensures equality and actively champions the VCSE sector as a solution to the growing pressures faced by statutory colleagues.
- Responsible for promoting START and its unique strengths within strategic forums and meetings, as well as online through our social media channels and website
- Lead on the development of new business opportunities including identifying need and consulting with staff to understand impact on organisational capacity
- Responsible for bid and tender writing, including working with colleagues to plan for additional staffing, programme delivery and agreeing budgets.
- Take appropriate professional responsibility for the operational delivery of key partnership programmes, which will involve coordinating and organising others as well as line managing staff through a compassion focused lens.
- Lead in removing potential barriers associated with working collaboratively with a range of organisations; promoting a 'one team' approach and encouraging positive working relationships.

## **KEY WORKING RELATIONSHIPS**

- The role will form part of START's Senior Management Team and will be expected to report into this forum and support the wider priorities of the group
- The post holder will be required to communicate and provide information to a wide range of internal and external stakeholders, including our established partnerships with colleagues from Living Well Salford and Wellbeing Matters
- The post holder should have robust and active links with Salford mental health services and the Salford community; they will be working in partnership with or be competent in connecting well with other partners.
- Nurture key relationships and maintain networks internally and externally.
- Assist with public relations and marketing activities to communicate key information regarding START and all of our programmes

## **OPERATIONAL**

- Keep abreast of local, regional and national funding opportunities in order to identify unmet needs and opportunities for START in relation to mental health and creative health
- Contribute to charity income by compiling & submitting a range of funding applications through grant making trusts, tender opportunities and any other relevant sources
- Network and promote START to develop and maintain links with existing and potential partners and supporters
- Represent the organisation within stakeholder meetings, promoting the interests of START and its services including those with lived experience of mental health problems
- Play an active role in strategic reviews and contribute to the wider thinking and planning of the organisation alongside the Senior Management Team

## **STAFF MANAGEMENT**

- The post holder will work closely with staff from both the Wellbeing Matters and Living Well programmes, providing line management for up to 5 staff, identifying training needs and escalating any concerns in relation to the work they undertake within the appropriate Operational Meetings.

## **INFORMATION MANAGEMENT**

- Present information about START to a wide range of stakeholders.
- Adhering to START's branding guidelines, undertake communication and marketing activities (e.g. press releases, newsletters, social media updates and the website) promoting the organisation and helping to raise its profile
- Prepare evaluation reports to grant funders and other commissioners around project specific work, collating data on outcomes alongside quantitative feedback and stories to highlight impact.
- As a member of the Senior management Team, contribute to START's quarterly and annual reports, including information on new and emerging opportunities, successful funding acquisition and any other highlights relating to the role of Development Manager.

## **PLANNING & ORGANISATION**

- Adhere to the service specifications of any partnership programmes or activity and engage with Commissioners and other funders as required.
- Lead on the design and implementation of any new projects to ensure that the outcomes agreed are delivered on time, to quality standards and in a cost-effective manner, adjusting plans as required.
- Plan and create a consistent and creative social media presence to celebrate the achievements of the organisation and publicise any new and emerging work

***START are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. With this in mind, we welcome applications irrespective of age, disability, race, religion and belief, gender identity, sex or sexual orientation.***

# PERSON SPECIFICATION

**JOB TITLE:** Development Manager

The successful candidate must be able to demonstrate that they meet the expectations set out below.

Method of Assessment; A = Application form; I = Interview

AREA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<b>1. Experience</b>		
Proven experience of managing positive relationships with a variety of partners, funders and stakeholders	E	A/I
Experience of demonstrating organisational impact and value through presentations and other engagement opportunities	E	A/I
Experience of demonstrating impact through written evaluation reports, drawing on quantitative and qualitative data	E	A/I
Experience of project management, from design through to implementation	E	A/I
Experience of line managing staff and/or volunteers	E	A/I
Experience of using Canva to create marketing and publicity materials	D	A/I
<b>2. Skills</b>		
A confident communicator, experienced in contributing to strategic conversations	E	A/I
Excellent computer literacy particularly Microsoft Word and PowerPoint	E	A/I
Excellent attention to detail	E	A/I
Enthusiastic and self-motivated	E	A/I
Ability to successfully manage a demanding and varied workload with limited supervision	E	A/I
Ability to cope with demanding situations and to work to deadlines	E	A/I
Excellent relationship management and leadership skills	E	A/I
Good planning and project management skills	E	A/I
Strategic and lateral thinker	E	A/I
<b>3. Knowledge</b>		
A proven track record in writing successful funding applications, and of identifying and applying for funding at a national or local level.	E	I
Good understanding of issues surrounding mental health	D	I
Proven experience of working in the VCSE sector, with a good understanding of the challenges facing the sector.	E	I
A good working knowledge of social media platforms and communication channels	E	I
<b>5. Personal</b>		
Degree level or equivalent	D	A/I
Commitment to equal opportunities	E	I
Willingness to undertake appropriate training and development	E	I
Willingness to work flexible hours when required	E	I
Commitment to working within the voluntary sector	D	I
Driving licence and use of own transport	E	A
Current DBS	D	A