

JOB DESCRIPTION

Job Title: Charity Development Manager

Responsible to: Chief Executive

Responsible for: Staff as required

Overall responsibilities:

To support the Operations team with the development of existing services and to lead the development of new services in line with our strategic aims and 3-year business plan. You will do this by ensuring all services meet the needs of our members and the disabled community, and to develop services in such a way as to be financially sustainable.

To project manage from conception to delivery agreed improvements to existing service and new service provision, and to ensure such services are monitored and evaluated.

To support central development projects within Accuro which ensure we use our resources efficiently and effectively ensuring value for money for those that fund and support us.

To be a leader within Accuro and an ambassador for Accuro externally.

To do this you will:

Identify the needs of disabled people and those that care for and support them, and propose potential services and opportunities to enable them to experience friendship, fun, and to belong and lead independent and fulfilling lives.

Develop existing and new services and projects from conception to delivery, which will entail proposals that clearly identifying the need for the service provision and the funding model. Upon approval you will be required to structure, plan and organise all aspects including staffing, timing, budget and ensuring places are filled and charging structures to ensure the projects are financially sustainable.

Be an ambassador and relationship builder externally within our community, with funders and with key partners – spotting new opportunities for services, funding and support from business and charities in our community.

Strive for continuous improvement and ensure our services are cost effective and provide excellent impact and value to our funders and supporters; monitoring, evaluating and improving the impact and performance of our clubs.

Work across all aspects of our Charity collaborating, promoting and supporting to ensure you build your knowledge of the whole charity and the communities we work in.

Support the Chief Executive by working on management projects as required.

Key skills and experience:

Technology, project management and charity governance

Proven project management delivery record and skills to take projects from conception to delivery, mobilising resources, meeting deadlines and in a financially sustainable way.

Experience of implementing internal systems, policies and best practice procedures.

An understanding of charity governance, applying for funding and reporting to funders would be advantageous.

Competence with IT systems and databases including Microsoft systems.

Operational experience

An understanding of the needs of those with disabilities and the ability to propose appropriate provision for varying ages to meet those needs.

Experience of working with children or adults with a disability and their families including liaising with other professionals in fields such as social care, healthcare and education.

Understanding of safeguarding, risk assessment, and the importance of ensuring our services are safe for members and staff.

Confidence in communicating with others, and an appetite to collaborate across our charity and externally to achieve the strongest outcomes.

People management

Experience of managing people, able to manage performance, resolve challenges and develop teams to develop outcomes through hands on coaching and role modelling.

Confidence in ensuring staff are equipped to be effective and efficient in their roles: by ensuring all operational staff are well trained, have clarity of their role and accountabilities and understand performance and conduct expectations.

Financial management

Appetite to ensure value for money and to maximise all resources. Data and evidence led approach to demonstrate impact and spotting opportunities to drive service improvements.

Experience of working with financial and numerical data to produce reporting, evidence impact and to determine viability of proposals and projects. Must be able to produce and manage budgets.

An understanding of the importance of multiple funding streams and income generation to sustainability, and to support funder management activities such as grant applications, presentations and pitches, monitoring and reporting.