



## JOB DESCRIPTION

**Job Title:**

Development, Partnerships and Communications Manager

**Report to:**

CEO

**Hours of Work:**

37.5 hours a week, working Mon-Fri with occasional evenings and weekends depending on the needs of the role. (Reduction in working hours could be negotiated for salary pro rata, for the right candidate)

**Salary:**

£30,000 per annum

**Location:**

Based in Boldmere (working across Birmingham & surrounding areas)

**Job Purpose**

To lead in identifying developments and opportunities.

To write quality tenders and bids.

To raise funds through fund raising initiatives.

To develop partnerships, improve communications and promotion.

Co-ordinating social media platforms, taking the lead on e-communications and virtual fundraising activities.

Developing applications, developing and strengthening networks, increasing funds and donations to the charity.

To have exceptional time management skills and have the ability to multi task and manage a range of commitments.

**Essential Duties/Responsibilities:**

Research and identify funding opportunities to support the development of the charity.

Have a sound understanding of the charity and statutory sectors purchasing and commissioning.

Generate and submit quality bids and tenders in line with our strategic direction.

To have a creative approach to new services and development around identified and changing needs of our communities.

Developing, managing and maintaining partnerships.

Develop and maintain strong working relationships with relevant local and regional organisations, including Local Authorities, NHS Commissioners & providers and voluntary sector partners.

Ensure the charity is effectively represented across networks and partnership for opportunities.

Create and implement a communications strategy.

Website updates and promotion.

Development and implementation of fundraising initiatives and campaigns, engaging staff and volunteers across the organisation.

To develop excellent working relationships within the management team and across all services internally.

Where identified to provide clear effective line management to individuals and teams.

To be supportive of development through the Appraisal System and to provide a framework to enable staff to develop their full potential, encouraging this through regular supervision and support.

To organize / attend events and meeting and to positively promote the activities of ACB

at all times.

To report to and liaise regularly with the Chief Executive and to attend Board meetings if requested to do so.

To work at all times within the Values, Mission Statement and Diversity & Equality Policy of Age Concern Birmingham and to ensure that this applies to all other staff and volunteers.

**Skills & Qualifications:**

To be enthusiastic with drive, commitment and passion for the success of this role and the charity.

Experience within the charity sector of leading on and developing bids and partnerships, with a proven track record of success in this area.

To have experience of fundraising.

Excellent communication and written skills required.

Excellent time management skills.

Excellent IT and social media skills.

**Special Conditions:**

Disclosure and Barring Service (DBS) check will be undertaken for this role.

*This is a description of the job as it is at present. It does not form part of the contract of employment.*

*Job Definitions are regularly reviewed and altered when necessary in conjunction with the post holder.*

*Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:*

*Promoting good practice and prevention of harm and abuse*

*To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported*

**PERSON SPECIFICATION**

**Head of Development**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<i>1. A qualification in management, social care or relevant other is desirable. However, significant and demonstrable similar experience that has produced results in the past will be a vital determinant of appointment to this position.</i>		*
<i>2. Proven track record of leading on and writing successful bids and fund raising successes</i>	*	
<i>3. Excellent communicate skills</i>	*	
<i>4. Data analysis and interpretation skills</i>	*	
<i>5. Ability to project manage from conception to initiation</i>	*	
<i>6. Excellent IT skills and understanding and ability to navigate around and use funding platforms and portals</i>	*	
<i>7. Experience of working within the voluntary sector or a good understanding through close working.</i>	*	
<i>8. Ability to prepare and present a detailed budget</i>	*	
<i>9. Ability to work under pressure, to priorities, meet deadlines and manage workloads</i>	*	
<i>10. Excellent team working, relationship building and networking skills</i>	*	
<i>11. Excellent social media skills</i>	*	
<i>12. Ability to update knowledge and skills through self-motivation and research</i>	*	
<i>13. Understanding of word press or the desire to learn</i>	*	
<i>14. Flexible approach to work, tasks and activities</i>	*	
<i>15. Willingness and ability to use own initiative</i>	*	

<i>16. Driver with access to a vehicle for use within work</i>		*
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