

Job Description & Person Specification

Position	:	Development Manager
Reports to	:	Board of Trustees
Responsible for	:	Services to Clients, Employees and Volunteers
Hours of Work	:	35 hours per week (typically Monday to Friday 9am to 5pm with flexibility required for evening/weekend meetings and events) One-hour unpaid lunch break.
Salary	:	£28,000- £30,000 28 days leave plus Bank Holidays Pension
Website	:	http://www.ageconcernbracknell.org.uk/
Application	:	By CV with a cover letter to explain how they meet the person and skills specification to CEO@ageconcernbracknell.org.uk
Provisional Interview Date		Thursday 7 th March 2019

About Age Concern Bracknell Forest

Age Concern were established in 1972 and are a small independent, entirely local charity set up to offer support to older people, their families and carers in and around Bracknell Forest. We are not part of any national organisation.

Our Support

We offer dementia care services (Day Centre)

We combat isolation (Events)

We provide information (Helpline)
We enable independence

About the Role of Development Manager

As Development Manager you will be responsible to the Board of Trustees for the overall management and development of Age Concern Bracknell Forest (ACBF), to ensure efficient running in accordance with our policies, constitution, practices and financial structures.

The ability to generate regular and sustained income is a vital element of this role.

The effective management of staff is another requirement, along with the ability to relate to our clients' families and carers.

This position will lead the activities that ensure the growth and development of the charity, enabling us to achieve our business development programme and expansion plans whilst continuing to deliver vital services to our clients.

Responsibilities and Job specifics

Your key areas of responsibility will be:

- Delivery
- Quality
- Development
- Marketing and Promotion
- Finance – (income generation and control of expenditure)

The job specifics and requirements:

- Record keeping. Ensure that accurate and appropriate records are kept and stored securely and for appropriate periods of time for financial matters, staff records, pensions, Health and Safety etc.
- Empathy and understanding of the issues affecting the elderly especially those with dementia
- Ensuring that staff have the equipment that they need in order to do their job including but not limited to PPE, stationery etc.
- Oversee building management requirements of the Day Centre and Office at Forest Park

- Direct management of 6 members of staff with overall responsibility for a total of 15 staff
- Review and revise policies and procedures in conjunction with Day Centre management, the Finance Officer and the Secretary to the trustees and ensure that these are adhered to
- Network with appropriate local agencies, authorities, charities, care providers and any other relevant organisations to develop the presence and position of ACBF in the local delivery plan to the support of potential service users
- Professionally present ACBF's work to support any funding opportunities throughout Bracknell Forest and local communities
- Oversee volunteer management
- Keeping up to date with changes in legislation that impact the services we provide
- Oversee the effective and legal collection of data appropriate to the work of ACBF-Data controller for the organisation
- Produce reports for all services when required by the board of trustees
- Set an example in terms of dress, punctuality and attendance to all staff and volunteers
- Overall responsibility in matters relating to health and safety and vulnerable adult protection
- Uphold ACBF's professional and behaviour practises
- Implement; manage the delivery of and continually update the Business Plan for 2019/24 and beyond
- Work with the Day centre senior staff and in partnership with other external care providers to continually improve and increase our range of services
- Develop, drive and implement a rolling annual fundraising strategy

- Implement an efficient recruitment, induction, training, appraisal, discipline and development programme for all staff
- Manage all aspects of social media including the website, Facebook and Twitter accounts; any advertising and marketing including compliance with Age Concern logo use
- Manage the events team to ensure marketing, fundraising and promotional targets are met
- Manage the existing IT systems and roll out the identified improvements as budget allows
- Familiarity with HR legislation and practice

Finance

- Fully understand the costs and funding requirements of any current and future services
- Implement and monitor a varied and sustainable income generation programme including but not limited to events, legacies, donations and grant funding
- Work with the Finance Officer and the board of trustees to agree, establish and manage future budgets.
- Development of financial systems in conjunction with the Finance Officer
- Work with the Finance Officer to monitor expenditure controls
- Familiarity with accounting practice and systems

Person Specification

Skills/Characteristics/Experience	Essential	Desirable
Strong communication, interpersonal and networking skills	Yes	
Knowledge and experience of fundraising (including grant applications)	Yes	
People Management Skills – ability to lead and develop team	Yes	
Strong Commercial Acumen including business planning, goal setting	Yes	
Demonstrate high energy levels, resilience and tenacity	Yes	
Prioritising internal and external demands	Yes	
Knowledge of social and political context in which ACBF operates		Yes
Minimum of two years management experience in a not for profit or similar organisation	Yes	
Results orientation – delivering to agreed targets	Yes	
Experience of stakeholder engagement		Yes
Confident public speaker with good presentation and media skills (Ambassador for ACBF)	Yes	
Educated to A level standard or above	Yes	