



Job Title: Development Officer
Reporting to: Schools Development Manager
Hours of work: 25 hours per week. Flexible to include evenings and weekend working
Work Base: Swindon Carers Centre, Sanford House, Swindon, SN1 1HE

Job Purpose:

Delivering development activities for the organisation to maximise profile and raise carer awareness and funds. This post will ensure the ongoing development of the Swindon Carers Centre strategic and business plan aims and objectives. The post holder will develop and implement work informed by organisational priorities, commissioning requirements and development opportunities.

Key responsibilities:

To develop and maintain links and working relationships in education, training and employment establishments, in order to:

- Promote and raise awareness of carers' issues to help them identify carers and develop strategies to support them
- Identify new employers who would like to implement the Swindon Employers Care standards and achieve the full award
- Suggest policies and working practices that can be used to ensure that carers and young carers are identified, supported and involved in the provisions they offer
- Develop and nurture new relationships with donors
- Maintain appropriate records of all work undertaken and produce reports as requested
- Support the Schools Development Manager to maintain and continue to build relationships with schools and further education settings who are currently taking part in the Young Carer Award
- With the ASPIRE team, organise and attend fundraising and community events to support achievement of the annual fundraising plan
- Maintain excellent professional relationships with key supporters, funders and prospective funders
- Work with the Communications Officer to grow the CRM database
- In collaboration with colleagues, develop exit strategies for short term funded work to ensure outcomes achieved are sustained and embedded in the wider staff team as necessary

Relationships:

- To network and maintain strong links with relevant personnel within a range of education, employment and training settings

- To work collaboratively with Swindon Carers Centre staff exchanging professional knowledge, experience, mutual support and service development
- To attend multi-agency meetings as relevant and / or required
- To represent Swindon Carers Centre at carer related forums, ensuring carers voice is heard and informs policy making

Service Development:

- Publicise and promote the work and values of Swindon Carers Centre and its services and raise awareness of the needs of carers of all ages and their families
- Contribute to publicity and promotional materials and events including providing material for the Carers Matters Young Carers newsletters, E-Bulletin and the centres Twitter and Facebook feeds as required
- Assist in identifying gaps in service provision and, in conjunction with the Schools Development Manager and Deputy CEO, plan and develop work to respond to these where appropriate, including working in partnership with other agencies
- Monitor and evaluate all aspects of work carried out in line with contractual obligations and good practice standards

Additional duties:

Team working is essential to the smooth running of the organisation. It is the nature of the work that at times, responsibilities and tasks may be unpredictable and varies. Where the occasion arises, staff are expected to work in a flexible way, including evenings and weekends.

All staff are expected to recognise, support and embrace the Mission and Values of Swindon Carers Centre.

All staff are expected to prepare and participate in regular supervision sessions and annual appraisal process as part of their performance management, workload and to support further personal development and training opportunities.

All staff are expected to carry out their duties and responsibilities with due regard to the policies and procedures of Swindon Carers Centre.

All staff members are expected to embrace and model behaviours outlined in the Centre's Behaviours Framework.

Special Conditions:

The Centre operates a 'no smoking' policy

A full driving license and access to a car with insurance for business purposes is required for this post.

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Due to the nature of our work with vulnerable individuals an enhanced Disclosure and Barring Service check will be required for this post.

All staff are expected to carry out their duties and responsibilities with due regard to the policies and procedures of Swindon Carers Centre.

Undertake any other duties commensurate with the grading of the post. This Job Description indicates only the main duties and responsibilities of the role. It is not intended as an exhaustive list.

Person Specification

Criteria	Essential	Desirable
Education & Qualifications	Relevant experience in development and/or fundraising as per the role description.	Degree and/or relevant qualification Evidence of continuing professional and personal development
Experience	<p>An ability to communicate effectively and diplomatically with internal and external stakeholders</p> <p>Experience of successful partnership working in development and fundraising</p> <p>An ability to work under pressure in a calm and confidential manner</p>	<p>Good knowledge and experience of dealing effectively with editorial and production deadlines</p> <p>Understanding of working in the charitable or voluntary sector</p> <p>Experience of building networks</p>
Skills and Abilities	<p>Progressive management thinking – willingness to learn more around business development and marketing management, resourcing, and changing priorities of a growing organisation.</p> <p>Analytical and strategic thinking – willingness to learn and develop the ability to analyse complex issues, draw correct conclusions and articulate clear and focussed plans to wide and diverse audiences.</p> <p>Excellent leadership qualities – ability to engage positively in the achievement of a coherent and creative vision of the future, setting high standards for personal and team outcomes and ensuring their delivery.</p> <p>Delivering the agenda – ability to support the Senior Leadership team to promote clarity about organisational priorities and use resources effectively to meet the agreed business plan</p> <p>Personal resilience and integrity – capacity to cope with ambiguity, uncertainty and pressure. Ability to demonstrate open, honest, fair behaviour in dealings with funders, colleagues, suppliers, partners</p> <p>Credibility and impact – excellent interpersonal skills with the ability to communicate, persuade, and influence both internally and externally. Ability to develop and maintain successful relationships with funders, employees at all levels, external partners</p>	

Disposition and Attitude	<p>Ability to work on own initiative and as part of the wider team.</p> <p>Excellent communication skills, empathic, sensitive, tactful, diplomatic and confidential.</p> <p>Has imagination, drive and passion, with the charisma and flair to be successful.</p> <p>A clear focus on delivering a high-quality service, achieving results with a focus on deadlines.</p> <p>Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of organisational development and success.</p> <p>A mature and balanced approach to the assessment and management of risk using good judgement, knowing when to seek advice and support.</p> <p>Strong organisational, time management skills with the ability to set priorities and a critical eye for detail.</p> <p>A team player committed to building and working with the team to deliver shared organisational goals.</p> <p>Flexible and willing to embrace change.</p>
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