

## Job Description



**Post title:** Development Manager  
**Hours:** 35 hours per week  
**Salary:** £24,000 to £28,000, depending on experience  
**Responsible to:** CEO of Voluntary Action Swindon

### **Purpose of the post**

To provide funding and governance advice to charities and other organisations in the local voluntary and community sector. To achieve the outcomes relating to advice work as defined within Voluntary Action Swindon's contract with Swindon Borough Council. To provide support to the Volunteer Centre in delivering the Involve Swindon (corporate volunteering) work.

### **Key Accountabilities**

1. Advise charities and community groups on organisational and governance issues
2. Provide charities and community groups with funding advice and meet targets for funding that the jobholder has helped to secure
3. Log the advice given, and the outcomes of it, and produce regular reporting required by stakeholders
4. Produce an annual report on the outcome of the 20 most successful interventions
5. Maintain a database of contacts and work delivered
6. Attend regular Involve Swindon steering group meetings to inform partners as to the current state and needs of the local voluntary and community sector – thereby helping to identify and broker corporate volunteering opportunities
7. Attend and assist with delivery at relevant Involve Swindon network events
8. Carry out surveys (every two years) of the state of the local Voluntary and Community Sector. Produce a summary report identifying issues and making recommendations for actions
9. Any other reasonable tasks required to assist with the smooth running of the organisation

## Person Specification

	<b>Criteria</b>
1	Experience of the voluntary sector and working with a wide range of organisations
2	Sound knowledge of governance in the sector
3	Good awareness of potential funding sources and track record of helping organisations/groups through the process of making funding bids
4	Excellent communication skills - verbal, written and presentation
5	Self-motivated individual with good organisational and time management skills
6	Good people skills with the ability to build good working relationships with a wide range of people at all levels
7	Confident and able to gain the confidence of others
8	Information Technology skills, including experience of Microsoft Word, Excel and Outlook. Experience of maintaining a client database would be useful
9	Ability to work on own initiative to tight schedules, but also as a team player
10	High standard of education (ideally A level or above)
11	Flexible and adaptable, including willingness to work outside of office hours, occasionally, as required
12	Monitoring, evaluation and report writing skills