

Job Description



Job Title: Development Officer
Responsible to: Membership Services Manager

Salary: £25,169 pro rata

Hours: 15 per week (working days to include, Wed, Thurs and Fri)
(Flexible some evening/weekend work may be necessary)

Location: Sandbach (with travel around Cheshire East) the location of the post will change to a venue in the North of Cheshire East within the first 12 months of the appointment

Contract: Initially fixed term of 2 years, potential to extend

Purpose of the Role:

The role of the Development Officer is to provide knowledge, answers and support to local voluntary and community groups that are members of CVS Cheshire East. Along with providing general support in all areas this role will also bring to the team expert skills. The expert skills will be in either; fundraising, providing support and advice to our members enabling them to develop a mixed income base or governance, ensuring that our members are being set up, managed and led in accordance within relevant legislation.

This role will have an account management area in the North of Cheshire East which includes the following towns and their hinterlands, Knutsford, Alderley Edge, Poynton, Disley, Wilmslow, Handforth, Chelford and Bollington. The role will be expected to increase the membership of CVS within this area with targets to be agreed.

The role will also have an identified specialist area e.g. Older People. The role will be the internal champion on that topic area and would act as the central point for that particular specialist area.

Principal duties:

- To maintain, and develop the CVS membership in the allocated area.
- To provide account management support to CVS members that are allocated to the role.
- To provide general development advice for CVS Cheshire East members. This will include offering:
 - Support to members with the recruitment of volunteers
 - Support to members with advice and support on good practice in managing volunteers
 - Good governance advice and support for members
 - Funding support and advice from initial application through to funders' monitoring requirements

- advice and signposting on other sources of fundraising including sponsorship, donations and new ways such as crowd funding
 - advice on completing tender applications
- To devise and maintain good practice and governance information and resources for members to be shared on the CVS Cheshire East website on Volunteering, fundraising and governance.
- To support with the delivery of networks including, advising on content for the programme of network sessions.
- To research and provide information on relevant legislation, policies, procedures, funding opportunities and good practice guidance to members.
- To assist members in identifying training needs and signposting them to appropriate training to meet these needs.
- To organise good practice and information sharing seminars locally that support the development needs of members.
- To develop an awareness and understanding of strategic, and policy issues affecting the voluntary sector.
- To attend team meetings and participate in team working.
- To contribute to information bulletins
- To contribute to CVS Cheshire East's training programme
- To be the point of contact for allocated CVSCE volunteers supporting the development service ensuring they are effectively supported and managed.

Reporting Tasks:

- To produce reports on the progress and plans for the Membership Services Manager and the CVSCE Trustee Board

Other responsibilities:

- To work flexibly to meet the needs of CVS Cheshire East, including some occasional evening or weekend work, and to travel within the Cheshire area.
- To carry out any other duties appropriate to the post.
- To take part in meetings and training to develop their own skills, as appropriate
- The post holder at all times must keep their work within the stated aims and objectives of CVS Cheshire East and its policies.

This is not a final and complete statement of the duties attached to this post, they may need to be amended from time to time in accordance with the changing needs of the project and the organisation, following consultation with the post holder

Prepared by: Caroline Whitney, Chief Executive
Date updated: 04/04/19

Date: 02/04/15

Person Specification

Criteria	Specification	Essential / Desirable		Interview / Application	
		E	D	A	I
Education	Educated to GCSE Level or equivalent	E		A	
Skills and Experiences	Evidence of experience of expertise in either Fundraising, including other forms than grants or Governance	E		A	I

	Evidence of experience of successfully building and developing memberships/service users or client bases	E		A	I
	Experience of providing volunteering advice or managing a volunteering programme		D	A	
	Experience of developing or reviewing resources, guides or toolkits		D		I
	Experience of managing networks in the voluntary sector		D		I
	Good written communication, organisational and planning skills	E		A	
	Good verbal communication skills and interpersonal skills	E			I
	Ability to organise and prioritise own work and complete work to agreed deadlines	E			I
	Ability to work as part of a team as well as independently	E			I
	Experience of gathering and analysing data to evidence outputs and outcomes	E			I
	Experience of delivering or co-delivering training		D	A	
Knowledge	Knowledge of the wider current and future issues affecting voluntary and community groups including volunteering, funding and governance	E		A	
	Knowledge and understanding of outcomes focused work		D		I
	Excellent IT skills including experience of Office, excel etc	E		A	
	Knowledge and understanding of Databases and experience of updating and maintaining them	E		A	
Behaviours	Quick learner, able to grasp, apply and explain unfamiliar or new procedures and principles	E		A	I
	Creative thinking and use of initiative	E			I
	Ability to relate to a wide range of individuals and groups	E		A	I
	Willingness to undertake own training and development	E			I
	Commitment to the ethos of working within the voluntary and community sector	E		A	I
General	To work flexibly to meet the needs of CVS Cheshire East, including some occasional evening or weekend work	E		A	I
	The ability to travel within the Cheshire and North West area.	E		A	I