**CELF O GWMPAS**

**JOB DESCRIPTION - DEVELOPMENT MANAGER**

**Reports to: Board of Trustees**

**Hours: 25 per week**

**Salary/rate of pay: £23,400 pa - £24,882 pa depending on experience**

**(£18.00 - £19.14 per hour)**

**Type of position: Part-time contract**

**Base: Centre Celf, Tremont Road, Llandrindod Wells, Powys LD1 5EB, but with oversight of Stiwdio Celf, Temple Street LD1 5DL**

**MAIN PURPOSE/JOB SUMMARY**

To assist trustees and staff in implementing the charity’s business plan and funding strategy. To further develop the charity’s programme evaluation methodology. To supervise agreed members of staff and provide regular reports to the trustees.

**MAIN DUTIES AND RESPONSIBILITIES**

* To work with the board of trustees and actively contribute to developing the business, project programme planning and fundraising operations of the charity
* To actively contribute to the development and implementation of all operational policies
* To liaise with trustees and other staff as required to further develop the charity’s approach and methodology to programme evaluation
* To contribute to all funding and financial planning and budgets
* To liaise with other staff to identify new programmes and necessary funding in accordance with the charity’s stated aims and objectives
* To provide support and supervision to agreed members of staff
* To assist the board of trustees in ensuring compliance with all relevant legislation and requirements to operate the charity on a not-for-profit basis
* To support the board of trustees in ensuring the health, safety and well-being of the Charity’s employees, trustees, volunteers and participants
* To work with the board of trustees to ensure that all required policies, protocols and procedures are in place, implemented and followed to ensure the effective practice of the Charity and to safeguard its employees, volunteers, trustees and participants
* To take the lead in ensuring the Charity’s office is run efficiently and smoothly and that all matters relating to the building are effectively managed in liaison with the trustees and landlord/s (e.g. insurance, repairs, maintenance, health & safety)

**SPECIFIC TASKS**

* Contribute effectively to the maintenance, development and implementation of the Charity’s business plan and other strategic documents.
* Contribute towards the development of new ideas in relation to the Charity’s projects and activities.
* Contribute to the development of partnership working with other organisations in the voluntary and public sector in furtherance of the Charity’s aims and objectives.
* Assist in ensuring and developing effective monitoring and evaluation of programmes and preparation and submission of progress reports and end of project reports to grant-makers
* Assist the trustees in developing, reviewing and implementing effective policies and procedures.
* Have overall responsibility for the management of the Centre Celf and Stiwdio Celf buildings, equipment and resources.
* Ensure effective management of the day-to-day operations of the Charity including good systems of communication with and between staff and trustees.
* Provide line management, supervision and support to agreed members of staff, ensuring the basic purpose and values of Celf o Gwmpas are upheld
* Liaise with the Finance Officer, to ensure effective financial and budgetary control and reporting.
* Take direct responsibility for the health and safety of all staff, trustees, volunteers and participants across the Charity’s area of operation, including all buildings and venues used, and ensure that appropriate risk assessments are written, followed and updated as needed.
* Working with other staff and nominated Trustees, take the lead in ensuring effective fundraising in line with the Charity’s agreed programme of projects and activities and report on funding to the trustees as required.
* Contribute as required to the recruitment, vetting, training and mentoring of staff and volunteers.
* Ensure that the charity’s safeguarding policy and procedures are upheld at all times and that any concerns or allegations are reported to the nominated person in accordance with the policy.
* Assist in managing staff issues, including disciplinary matters and grievances, liaising with the board of trustees.
* Manage any complaints and report on these to the board of trustees.
* Represent and promote the Charity in community and professional forums.
* Provide regular, accurate and timely reports to Trustees on the overall position of the charity and ensure that reports from other members of staff are made available as required.

**PERSON SPECIFICATION**

**Experience**

Essential:

* Experience of developing and implementing key strategic plans
* Proven effective experience of managing a multi-disciplinary team of at least four people
* Some experience of financial management within a small organisation
* Experience of working and reporting in an advisory/professional capacity to a board of trustees, senior committee or equivalent
* Experience of contributing towards effective safeguarding policy and practice, ideally involving work with children or vulnerable adults
* Sound understanding of project management, including effective monitoring and evaluation methodology

Desirable:

* Experience of managing or working within the charitable sector and/or in the arts sector
* Experience of successful fundraising and grant applications
* Effective project management and evaluation skills
* Knowledge of the Welsh language

**Qualifications and Training**

Essential:

* GCSE or equivalent in Maths and English
* Practical desktop skills (Word, Excel, etc.)

Desirable:

* Financial qualification (AAT Level 2 or above)
* Business Management and/or Evaluation training
* Experience of a desktop accounting system (e.g. QuickBooks, Sage etc.)

**Skills and Abilities**

Essential:

* Ability to work without day-to-day supervision and demonstrate good time management, achieve targets and to manage own workload
* Ability to think strategically and plan/budget effectively
* Ability to communicate effectively and establish and maintain good working relationships with a range of people (colleagues, staff, senior management, participants, stakeholders etc.)
* Ability to motivate, train, mentor and support staff at a range of levels
* Ability to maintain a professional manner in all areas of work and to be an effective role model to others
* Ability to present timely, informative and accurate reports in a clear and concise manner
* Confidence in dealing with difficult situations (e.g. complaints, grievance)

Desirable:

* Welsh language speaker

**This role will benefit from a tailored training programme**