

Job Description

Title:	Development and Fundraising Manager
Hours:	37.5 hours per week.
Office Base:	Carers Plus Yorkshire, split between Snainton (Scarborough) office and Northallerton office (travel expenses will be paid)
Line Management:	Chief Executive Officer
Contract:	Open

Job Summary:

There will be expectation to divide the work across the whole of the geographical operational areas of the organisation (office bases are Snainton and Northallerton) this is to ensure a good understanding of each locality and need.

You will be responsible to the CEO for the development, implementation and evaluation of a fundraising action plan which will support the long-term sustainability of the charity. To establish and maintain positive, effective relationships with funders. To take the lead in promoting the organisation to carers, external stakeholders and key partners and the wider community.

Working to build on relationships with current and new partners, identify gaps in provision and leading on ideas for future development. You will work closely with the CEO and Head of Operations and take the lead on implementing new projects as required, ensuring monitoring and evaluation is completed in a timely manner. This role is to help build capacity within the Management team with specific duties.

You will need to be resourceful, creative and person centred, as well as being able to work at pace under pressure. This role is varied, and we want you to bring your own ideas and energy to help the development and direction of the work, in discussions and agreement with the CEO.

Key Duties:

1. Organisational Development

- To work alongside the CEO, supporting them with the strategic development of the organisation; establishing a pipeline of work and funding that is consistent with the Business Plan
- Be an active participant in relevant strategic meetings as agreed with the CEO, eg: taking the lead on the Regional/National Health agenda.
- To ensure Carers remain at the heart of our work – navigating strong representation for Carers within the external landscape, working with Head of Operations in understanding gaps and researching opportunities to ensure appropriate funding.

- To ensure Community Services remain consistent with our ambitions to support a wider client base - ensuring projects/services are in scope and appropriately funded to add value to the overall service portfolio.
- To be creative, enthusiastic and resourceful in your approach to fundraising.
- To support the CEO on updating the 5-year Business Plan and provide opportunities for staff training to get a clear understanding of the charity's strategic objectives.
- Be able to work at pace in line with the role and expectations of the position.
- Provide updates and meet with the CEO as agreed.

2. Funding and Income Generation

- To be responsible to the CEO for the development, implementation and evaluation of a Fundraising Strategy for the organisation, which generates sufficient income to ensure the long term sustainability of the charity.
- To establish and maintain positive, effective relationships with funders.
- To work closely with the Senior Management team to understand the overall picture of the charity and provide diverse and innovative income generation ideas.
- To identify, plan and complete, appropriate and detailed funding applications, in line with the organisation's strategic direction, working with Head of Operations and CEO.
- Work with Admin and Finance to establish and maintain a matrix of existing and potential funders.
- Support the CEO in the application of key contracts (tenders) from Local Authorities – including the Carer Service Contracts and any other opportunities. Identify new and existing national, regional and local sources of private/public/statutory sector income.
- Ensure you make protected time to research and prepare a rolling programme of applications to trusts, corporate foundations, public sector/statutory bodies.

3. Senior Management Responsibilities (general)

- To influence and support work across our whole footprint - the role will require you to travel to any of our offices (Snainton, Northallerton, Bridlington) to support the development of CPY.
- To have a good working knowledge of the whole CPY services; to be able to support the team if the Head of Operations is unavailable and/or to cover holidays/sickness.
- To undertake operational duties as required to support the charity in implementation of new work, when under time-limited pressure and/or covering over holidays/absences that cannot be managed otherwise.
- To be visible within the team and provide a supportive environment for learning and listening and to enhance your own learning and gaps in knowledge.
- If required you will take the lead on setting up new projects/contracts and their successful implementation as agreed with the CEO.
- Taking on Line Management duties of staff within specific projects as agreed with the CEO, ensuring quality of services and supporting staff to develop their skill base.

4. Development, implementation and evaluation of actions that will ensure business sustainability

- Contribute to the development and implementation of customer surveys, working in collaboration with the Quality Assurance Lead and Management team and external stakeholders as appropriate.

- Look for new opportunities and build good relationships with LA, NHS, ICS, PCN's and other stakeholders.
- Help make CPY the "go to" organisation for carer support services and the wider community.
- Help with the expansion of CPY in other regional areas where appropriate and consistent with its main objectives and further ambitions.
- Develop business interests consistent with our ambition to support carers and non-carers (wider community activities/services)
- Attend the Board of Trustee meetings as required, including writing regular update reports for all board meetings.

General Duties:

1. To maintain strict confidentiality over personal information relating to individuals, being GDPR compliant
2. To comply with Carers Plus Yorkshire's policies and procedures and maintain the standards and code of conduct required and expected by the organisation.
3. To understand and comply with CPY Safeguarding Policies and Procedures and undertake training as required for your role.
4. To maintain monitoring and recording systems, using Charitylog data base (training given)
5. To assist in maintaining an accurate and comprehensive information resource which is accessible to staff, carers and other agencies.
6. To support the work of individual CPY volunteers as required and requested.
7. To advise Carers Plus Yorkshire of ways to improve its own service and other services for local carers, using knowledge and experience gained from carers themselves, and to record unmet need.
8. To identify and agree with his/her Line Manager his/her own training and development needs and seek ways to address them.
9. To prepare for, attend and contribute to regular one-to-one supervision sessions and team meetings.
10. Be an active participant in Management meetings and staff Team Meetings.
11. To provide appropriate cover for staff absences.
12. To represent Carers Plus Yorkshire at a local or regional level when required.
13. To work with the whole team to support promotion of CPY services and to undertake any tasks required to raise awareness of the services offered.
14. To take responsibility for specific pieces of 'project' work in line with agreed project work plans and in agreement with the Chief Executive Officer.
15. Any other duties as required to support the organisational priorities and Business Plan, in agreement with Chief Executive Officer.
16. To be flexible with contracted hours as required by carers and Carers Plus Yorkshire and in agreement with Line Manager.

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This Job Description is not meant to be exhaustive and the organisation reserves the right to require the job holder to be flexible and perform duties other than those listed according to the changing requirements of the organisation.

This job description may be reviewed in consultation with the postholder from time to time.