**JOB DESCRIPTION**

**Job Title** Development Manager

**Key Tasks** To promote and develop the work of the Charity Focus on Young People in Bassetlaw.

To benefit the maximum number of young people, particularly the disadvantaged, living the Bassetlaw district of North Nottinghamshire.

**Responsible to** Generally the Focus on Young People in Bassetlaw Board of Trustees but specifically the Chair of the Board.

**Specific Responsibilities**

* To developing close links with young people’s organisations.
* To maximize fund raising potential for both the grant giving trust of the charity and the core funding needs of the charity.
* To research current needs concerning young people and develop ideas.
* To raise awareness of the needs of young people within the community and encourage a positive attitude towards projects which include young people.
* To work with other statutory and voluntary sector organisations on the development of services for young people.

**General Responsibilities**

* To work closely with the Board of Trustees both creatively and responsively.
* To write reports and prepare presentations.
* To ensure all necessary papers are prepared and presented, including financial, to each Board of Trustee meeting.
* To co-ordinate all fund-raising activities.
* To evaluate and monitor all fund-raising events of the charity.
* To complete funding applications, efficiently and effectively liaise with other charitable trusts and funding bodies as required.
* To efficiently and effectively evaluate and monitor all projects funded through other agencies
* To keep efficient accounts and administration.
* To support other agencies in their work with young people
* To network with other agencies, to raise the profile of the charity
* To manage the administrative assistant of the charity
* To encourage and work with volunteers of the charity

**PERSON SPECIFICATION**

1. Proven experience of liaison work with young people’s organisations.

2. To be able to arrange fund-raising events on behalf of the charity.

3. To be able to research funding opportunities.

4. To be able to research opportunities, generate ideas and identify those capable of further development.

5. To be able to negotiate with other agencies.

6. To be able to analyse, select and summarise pertinent facts.

7. To be able to check points of detail.

8. To be able to write concise reports, backing up with evidence for the requirements of the recipient.

9. To be able to ask clear concise questions in order to gain information which may help the board of trustees reach a decision.

10. To have committee experience and a knowledge of minute taking.

11. To have proven administration skills, including the use of Microsoft office programs.

12. To be able to manage staff and volunteers.

13. To be able to communicate at a level understandable to the audience and appropriate to the situation.

14. To be able to travel around the area of Bassetlaw