



The Coach House
14 George Street
Derby
DE1 1EH
Tel. 01332 986350
Email: mail@headwayderby.org
www.headwayderby.org

Job Title: Business and Fundraising Manager

Scale: £28,000 pro-rata

Hours: 21 hours a week, flexible working available

Responsible For: Service Delivery Co-ordinator

Responsible To: Board of Trustees

Post Overview

- To develop and lead Headway's business development strategy, maximising opportunities to generate income, enabling the charity to continue to provide services for adults with acquired brain injuries in Derby, Derbyshire and East Staffs.
- To identify opportunities for funding and submit applications based on the Business Development Strategy
- To oversee the development of a trading arm to the charity, creating and developing new, diverse sources of sustainable income.
- To take responsibility for managing discrete projects and activities from inception, through fundraising, recruitment and initiation to handover to appropriate staff teams.
- To attend occasional evening or weekend meetings and be available for occasional consultation outside usual working hours on a voluntary basis.
- Direct line management of Service Co-ordinator.

Business Responsibilities

- To establish links and maintain communication with appropriate external organisations, including Headway UK and local statutory authorities.

Registered Charity No. 1107803, Company limited by guarantee

Supporting 'Headway Derby' is now simple – text 'HWDY01 £2/£5/£10' to **70070** and instantly donate in support of brain injury survivors and their families and carers locally.

- To research and identify funding opportunities, develop fundraising proposals, submit funding applications and develop and submit tender bids.
- To review, identify and develop suitable actions and responses to any future market volatility and turbulent situations including responding to emergent stakeholder and beneficiary needs.
- To take a lead in, and implement an effective Marketing Strategy, leading on the promotion of Headway Derby, locally and regionally.
- To manage Headway Derby's website and its development as a Service User resource and marketing tool.
- To liaise with the Board of Trustees in relation to ensuring policies and procedures are implemented in line with current legislation and regulation, such as health and safety, equality and vulnerable adults legislation.
- To maintain records and collect information and statistics necessary for monitoring, evaluation and development of the services.
- To report to Board of Trustees meetings with regular written reports and to attend occasional out of hours meetings when requested, on a voluntary basis.
- To contribute to the preparation of an annual report for the AGM.
- To actively promote the work of the organisation and the interests of people affected by brain injury.
- Ensure the effective use of funds and ensure that financial reporting requirements are met on a timely and regular basis

Requirements of the role:

- To attend and participate in supervision meetings and to liaise closely with the Chair and keep trustees aware of developments and progress.
- To attend and participate in training and development activities as agreed during supervision meetings and annual appraisals.
- To maintain professional relationships with other members of the staff and volunteer team, with Trustees and with those in partner agencies.
- To adhere to the requirements as outlined in the Headway Derby Policies and Procedures
- Any other duties commensurate with the level of the post and as may be agreed from time to time with the Board of Trustees.

Person Specification

Area	Criteria
Education & training	<p>Essential</p> <p>An honours degree at 2:1 or above in a relevant area, examples of this will include health/social care policy/social care admin/health admin/voluntary sector/business management/marketing/finance</p>
Work Experience	<p>Essential</p> <p>Experience and evidence of:</p> <ul style="list-style-type: none">• Senior officer/ board level experience in a similar organisation• Fundraising within a voluntary sector environment• Financial monitoring• Completing and monitoring successful fundraising bids• Informal and/or formal negotiation• Contributing to the development of policy and procedure• Working with multiple funding streams• Successful partnership working• Project development and management <p>Desirable:</p> <ul style="list-style-type: none">• A charitable or voluntary sector background• Understanding of charity and company law• Involvement in marketing and public relations• Experience or knowledge of working with vulnerable groups• Training skills• Experience of reporting to management and/ or trustee boards• Experience of publicity and promotions
Personal Attributes	<p>Essential</p> <ul style="list-style-type: none">• Motivated and enthusiastic• Excellent interpersonal skills at all levels• Excellent written communication skills, with the ability to present clear well-structured professional reports• Excellent presentation skills• Ability to operate with a high degree of confidentiality• Ability to work to tight deadlines and to take responsibility for meeting agreed and multiple targets• Ability to organise and prioritise work• Ability to work on own initiative, to be proactive and take responsibility for actions• Ability to work independently and as part of a team towards a common objective

- Commitment to continuing professional development
- Willingness to work flexibly, as and when required
- Good influencing skills

IT skills

Essential

- Proficient with Microsoft Office applications, including Word, PowerPoint, Excel and Access.
- Competence with Outlook and the Internet
- Ability to analyse and interpret statistical and other data
- Experience of database development.

Please email chair@headwayderby.org for more information and an application pack.