

JOB DESCRIPTION

Development Manager - Part Time, 30 hours typically over 4 days

Overview

- To encourage, facilitate and promote the development of Keeping Abreast as a whole across the UK under the direction of the Trustees and in line with the charity's objectives:
 - To provide information, support, practical help and advice for those considering breast reconstruction, including the opportunity to share the experiences of others.
 - To enrich the quality of care for those recovering from breast reconstruction.
 - To raise awareness of Keeping Abreast within the UK.
 - To encourage and support the establishment of other KA groups nationwide.
- To be responsible for the day to day management and development of the charity on behalf of the Trustees in line with our aims and objectives.
- To manage and oversee the day to day financial management of the charity.
- To provide line management support to Keeping Abreast Staff.
- To be the point of contact and support point for financial queries.
- Due to the nature of the job role some local & national travel will be required to visit our support groups from time to time (travel to our Support Groups will involve out of hours working and sometimes overnight stays).
- Set the annual strategy linked to achieving the charities objectives and set staff objectives related to delivering the annual strategy.

Location

The post holder will be expected to work from the Keeping Abreast office in Little Melton, Norwich.

Main Purpose of Job

- To provide a regular objective report to the Trustees at Board Meetings.
- To provide a monthly financial report to the Treasurer.
- To provide management support for the other Keeping Abreast staff including monthly team meeting, annual leave requests, absence monitoring, regular 1:1 support sessions, professional development planning and annual appraisals.
- Day to day management of Keeping Abreast financial structure including, budget creation and monitoring, collection of funds and banking processes, management of the authorisation limits and adherence to the financial processes and policy, bank reconciliation and annual accounts preparation.
- Purchasing of all items required in line with the limits of authority.
- To provide strategic guidance and support and work with Fundraising Officer and Trust & Foundations Officer to identify and secure new streams of income.
- To support and work with the Support and Volunteer Officer in identifying potential new Group locations, establishing contacts and encouraging volunteers to stimulate the creation of new Groups under the Keeping Abreast umbrella.
- To support and work with Trust and Foundations Officer to identify and secure new grants and provide the necessary information to fulfill their responsibility.
- Support the administration of meetings through creation of minutes and agendas.

- Maintain good working relationships and effective communications with service users, volunteers and third parties.
- To extend and further develop the telephone support provided to our core service users.
- To ensure the telephone support service is provided to our core service users.
- Manage website and social media updates to all of the Keeping Abreast social media outlets.
- Manage promotional items and merchandise.
- Manage IT systems in line with Governance and Legal requirements.
- To identify new policies and processes that are required to support the development of Keeping Abreast and our support services.
- Carry out duties with due regard to equal opportunities, confidentiality and health and safety.
- Support fundraising events along with other staff.
- To ensure there is an effective monitoring, review, update and implementation process of charity policies and handbooks.
- To undertake other work as required and as directed.

Health & Safety

- Maintain the H&S policy and update as required with support from our professional H&S adviser.
- As the Keeping Abreast First Aider be the first port of call for all health and safety queries and accidents.
- Produce Risk Assessments required for the activities of Keeping Abreast.
- Ensure all groups and volunteers abide by the H&S policy and report all accidents.
- Report any accidents/incidents via the correct authority – HSE/RIDDOR.
- Keep a record of any accidents/incidents/near misses.

Knowledge and Skills

Knowledge Skill	Required (R) Desired (D)
1. Experience of working for a charity in a management role including understanding of charity governance and sustainability	D
2. Strategic vision across a wide ranging spectrum	
3. A good standard of education and possess excellent organisational skills	R
4. Previous experience of organising corporate and/or charity events	R
5. A good working knowledge of Microsoft Office and social media platforms	R
6. Be collaborative and team focused, to gather and distribute information to all stakeholders and team members	R
7. Motivated and reliable, with strong administrative, IT and organisational skills in order to help the Charity HQ and support groups operate at best	R
8. Public speaking skills in order that you can comfortably address a group of people	R
9. Demonstrate good communication and presentation skills	R

Decision Making

The post holder will be expected to act on their own initiative within defined parameters. Outside of those agreed parameters, decisions can only be made by consultation with the relevant team members or the Board of Trustees.

Reporting Relationship

The Post Holder will report to the Keeping Abreast Board of Trustees.

Personal

- To reflect positively on feedback and take appropriate actions.
- To be responsible for personal learning and development, ensuring learning taken from personal reflection.
- To be mindful of own wellbeing needs.

Hours of Work

30 hours per week. The post holder will be expected to attend Trustee meetings on a bi-monthly basis. These are generally held on an evening.

There is a need to have access to a car and be in possession of a full UK driving license with adequate insurance cover in place for business use.

Our team must have a very flexible approach to working hours as there are a number of meetings, fundraising and support events which require a hands on approach throughout the year which also involve working unsocial hours.

(For the purposes of any pro-rata apportionment the full-time hours are 37.5 per week).