

## JOB DESCRIPTION

### North -West Development and Community Manager

#### BRAINWAVE

#### JOB OVERVIEW

Since 1982, the national Charity Brainwave has been providing home based therapy Programmes. A full description of the Charity's approach can be found on its web site ([www.brainwave.org.uk](http://www.brainwave.org.uk)).

Brainwave currently has two permanent Centres, one in Essex and the other in Somerset. To meet the expectations of its clients and demand for its services, the Board of Trustees is seeking to increase the revenue associated with the South East Centre with a long term view of the Centre being self sufficient from income raised specifically for the South East.

#### **Brief description of role**

To raise income from companies, organisations, groups and individuals in the region through donations, events and other activities specifically through providing motivation, support and assistance. This will include working with Ambassadors, families and their friends to undertake fundraising activities. The post is also responsible for managing the part time Community Fundraiser.

To help raise the profile of Brainwave through relationships with organisations in the area and through the local media thereby increasing support.

The post reports into the Senior Development Manager. The position is home based, supplied with Brainwave laptop and mobile telephone. However, regular attendance (circa three to four times a month) at the North West Centre in Birchwood, Warrington is expected. Thus the post holder should ideally be with a reasonable commute of the Centre. The North-West Brainwave centre is based in Warrington (5 minute walk from Birchwood Train Station).

#### **MAIN DUTIES AND RESPONSIBILITIES :**

##### **To work with the Senior Development Manager to:**

- To identify, research, develop and implement fundraising opportunities working with the line manager to develop an overall strategy and annual plans. This may include:
  - Working with organisations and groups such as golf clubs, Round Table, schools etc
  - Adoption by companies and/or their employees including employee fundraising
  - Events such as pantomimes, dinners etc so that a portfolio of profitable annual events are established
  - Individuals eg 100 Club
  - Major Donors including Child Sponsors (called Guardians) in the North West
  - Families
  - North West Development Group
  - Local trusts
- To develop and manage the part time Community Manager, ensuring no overlap of approach.
- To continue to develop a "Friends of the North West Centre" to support fundraising and other activities.

- To develop and maintain relationships with families attending the North West Centre and assisting them in any fundraising activities working with the North West and North East Regional Family Coordinators.
- Establish a Parent Ambassador Group to support fundraising and PR activities. This should replicate the Parent Ambassador Group in the South-East and provide a number of meetings/events for Ambassadors to meet.
- To provide excellent customer care for supporters including keeping them up to date with developments and arranging visits where appropriate.
- To research and apply to all Trusts and Foundations in the North-West that Brainwave will be eligible for funding from.
- Arrange personal visits for Trustees but also ensure that existing and potential Trust supporters are invited to relevant Open days at the centre.
- Maintain database details, keep reports on file of family visits regarding possible fundraising opportunities in a Funding folder on child's file, produce monthly reports for line manager and respond to requests for incidental information from line manager and others.

## General

- To work closely with, and support, Brainwave's other fundraisers swapping opportunities as they arise, including leads.
- To maintain excellent relationships with the North West Centre, visiting regularly to ensure that the post holder is up to date with any developments and helping to identify fundraising needs and opportunities.
- To work with the two Regional Family Coordinators to develop and maintain relationships with other charities and organisations operating in the North to facilitate mutually beneficial relationships for promotion or fundraising but also with an awareness of possible family support.
- Respond to requests from organisations and community groups to give talks about Brainwave's work where it is considered a worthwhile use of time.
- To look for opportunities to promote Brainwave's work and the Essex Centre in particular.
- To assist in the development of fundraising and donor motivation including the researching and writing of case studies for use in pitches and Brainwave's newsletter.
- To undertake any task as reasonably requested by line manager.

Some evening or weekend work may be needed occasionally. Travel to Bridgewater or another venue for Fundraising meetings will be required several times a year. Other travel will be mainly within Cheshire and Greater Manchester.

See contract and handbook for full terms and conditions.

## PERSON SPECIFICATION

### DEVELOPMENT & COMMUNITY MANAGER

#### JOB RELATED SKILL AND KNOWLEDGE

##### Essential

- Excellent communication skills, verbal and written.
- Self starter
- High level of self-motivation and ability to organise own workload to deadlines.
- Creative and lateral thinker
- Good organisation skills
- Ability to motivate others
- Knowledge of working with major donors
- Understanding of running events
- Excellent networking skills
- IT skills to include: confident use of websites, databases and ability to produce succinct and informative reports.
- Ability to meet deadlines and good time management
- Experience of working with volunteers
- Knowledge of working with companies

##### Desirable

- Experience of working in the community
- Line management experience
- Experience of dealing with the media
- Empathy with children with disabilities and awareness of the implications on the family dynamic.
- Ability to work with other organisations
- Personal/working knowledge of independent/charitable support services for children with disabilities and special needs.
- Experience of business development
- Car driver with own car, willing to travel throughout the region

#### EDUCATION/QUALIFICATION

- Aptitude, personality, and relevant experience are of greater significance than academic qualifications.

## OTHER REQUIREMENTS

### Personal Qualities

- Able to work on own initiative and be part of the fundraising team sharing best practice and ideas.
- Confident and comfortable with working with people at all levels.
- Good listening skills.
- Commitment to Brainwave's values of helping children and families improve their lives.
- Enthusiam
- Positive and flexible attitude

### TERMS AND CONDITIONS

Grade and salary:	£30,000-£32,000
Hours of work:	35 hours per week
Annual leave:	25 days + 8 public holidays per annum pro rata
Superannuation:	The post-holder is entitled to a 3% employer contribution to a stakeholder pension
Performance Review	Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.
Equal Opportunities:	In Brainwave, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of age; gender or choice of sexual lifestyle; being married or not; race, colour or ethnic origin; religion or belief; disability; or Trade Union membership.
Disclosure checks:	Any offer of employment is conditional upon us obtaining an Enhanced criminal record check, and on this being renewed periodically during employment. This applies to all staff.
Health & Safety	You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we comply with legal and organisational safety regulations.