

Job description

Job title:	Development Manager, Peterborough (part time)
Salary:	£28,000 - £32,000 per year pro rata (0.5 FTE)
Contract type:	Permanent
Hours:	17.5 hours per week
Reports to:	Head of Development
Indirectly reports to:	Head of Operations
Direct/indirect reports:	None

Introduction

One person in seven has poor literacy skills that impact on every area of their life. A child without good reading, writing and communication skills can't succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood of literacy failure by the age of five.

We are an independent charity dedicated to giving disadvantaged children the literacy skills they need to succeed. We work to improve reading, writing, speaking and listening skills in the UK's poorest communities. Because low literacy is intergenerational, we focus our work on families, young people and children.

We help to transform lives through literacy, working in partnership with the education sector, businesses and community partners. We establish literacy projects in the poorest communities, provide support for schools and campaign to make literacy a priority for politicians and parents. Our research and analysis make us the leading authority on literacy.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have 25 years' experience of delivering programmes and campaigns to improve the skills and confidence levels of those most in need of literacy support, and work closely with both national and local government, and the voluntary sector. Our funders and partners include

high street brands such as McDonald's, WHSmith and Clarks Shoes, and large multinationals such as Pearson, KPMG and PwC. We have our main office in Vauxhall, London, and as well as people working to support our community activity around the country.

This role is based in our fundraising department and is a regional role responsible for securing relationships and funding to support our Peterborough Hub, which brings together a range of partners to improve literacy levels in the area.

You will report to the Head of Development at our central office in London, but be based in or near Peterborough and work closely with the Peterborough Hub Manager and the communities and local areas programmes team. You will focus primarily on corporate and community fundraising but also support trust and foundation applications. National Literacy Trust Hubs are an important element of our strategy and this role is a key one within the charity to deliver this activity, by identifying and securing new partners and managing relationships.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for developing key relationships with businesses, individuals, trusts, foundations and other sources of funding in Peterborough to support Hub activity. This includes relationship management and working to clear income targets, and providing support to the Peterborough Hub Manager as required. This role will also provide support to other National Literacy Trust Hubs and other areas of fundraising as necessary.

1.2 Position in organisation

This role is part of the development department, which currently has a total of eleven permanent members of staff based in London, Bradford, Swindon and Hastings. It reports directly to the Head of Development, with a dotted line to the Head of Operations, but requires close working as part of a team of two on the ground in Peterborough, including the Peterborough Hub Manager.

1.3 Working contacts

Internal

Close working with staff from across the organisation including members of the Executive Management Group, the communities and local areas programmes team, the Peterborough Hub Manager, other members of the fundraising department, and other departments including communications, finance and programme delivery.

External

Frequent contact, at a range of levels including the most senior, with:

- Corporate and brand partners, new partners and historical partners
- Other potential funders and supporters such as community groups and individuals
- Other partner organisations, including media, national and local government, NGOs and other third sector organisations
- Suppliers

- Programme coordinators
- Ambassadors, trustees and other senior advocates

Part 2: Key duties and responsibilities

2.1 Income generation

- Meet agreed income, cost efficiency and profitability targets
- Develop existing relationships and promote the Hub
- Secure new business through market and prospect research, networking, utilising existing meetings, identifying and responding to leads and working closely with colleagues across the organisation
- Research, write and present funding bids, proposals and documentation
- Ensure that all necessary due diligence is carried out
- Keep abreast of relevant developments, legislation and networks

2.2 Managing partnerships and stewardship of funders

- Ensure that relationships with funders and partners – current, potential and historical – are effectively managed
- Work with colleagues to ensure effective reporting and deployment of funding received
- Develop, in consultation with colleagues, all relevant materials for reporting and servicing of funding relationships
- Work with colleagues to ensure that our reputation and brand values are maintained and strengthened through partnership activity
- Use our contact database and systems to log and share contacts

2.3 Planning, monitoring and reporting

- Contribute to the Hub partnership strategy
- Contribute to forecasting and regular reporting, both internally and to trustees
- Evaluate the impact of activity

2.4 Other

- Contract and manage external services where necessary, in consultation with colleagues and line manager
- Lead, input to and/or support our fundraising events
- Represent the organisation at a high level

The postholder may also be required to undertake other activities as deemed appropriate by their line manager or the Director, and to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Part 3: Person specification

3.1 Essential experience

- Development and management of relations in the corporate sector
- Charity fundraising, specifically from the corporate sector or community fundraising
- Voluntary sector experience

3.1.1 Desirable experience

- Knowledge of Peterborough
- Event management
- Marketing
- Working remotely

3.2 Knowledge

- Understanding of corporate social responsibility and corporate sponsorship/partnerships
- Related charity law and fundraising regulations
- Principles of effective fundraising, marketing, communications and engagement
- Excellent safeguarding practice
- Current UK education/literacy policy and practice

3.3 Skills

- Planning for income generation and strategy development
- Excellent written and spoken communications and relationship management
- Financial management and planning
- Project and risk management
- Information management and excellent administration and organisation
- IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases
- Working independently and problem solving
- Working under pressure and managing deadlines

3.4 Other

- Self-motivated
- Commitment to equality and diversity
- Able to travel to London to regularly
- Strong interest in literacy and social justice issue
- A flexible and open working attitude with a positive and solution-based approach

Part 4: Summary of terms and conditions of service

Location: The postholder will be an employee of the National Literacy Trust. The post is based in Peterborough, with regular contact and travel to visit the central team in London.

Probation: This post is subject to a 12-week probationary period.

- Notice:** This post is subject to an eight-week notice period.
- Annual leave:** The annual leave entitlement is 28 days per year pro rata, plus public holidays. In addition, our office is closed from Christmas Day to New Year's Day inclusive and you are not expected to put any of your leave allowance aside to cover this.
- Pension:** The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.
- Expenses:** The role will require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.
- Safeguarding:** The post holder will adhere to the National Literacy Trust's safeguarding policy for children, young people and vulnerable adults.