|  |  |  |
| --- | --- | --- |
| Job Description | | |
| **Job Title:** | Community & Development Manager | |
| **Reporting to:** | Chief Executive Officer | |
| **Responsible for:** | Family/Mums Matter team (2 employees)  Green Minds (1 employee)  Activities & Fundraising Coordinator | |
| **Location:** | Brecon | |
|  | | |
| **Our Purpose**  Here when you need us to help you manage your mental health & wellbeing | | |
| **Our Vision**  We support minds  We connect minds  We change minds  Together, we are Mind | | |
| **Our Mission**  Promote the preservation of good mental health by enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.  Relieve the needs of people with mental health problems by working to increase understanding of mental health by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination. | | |
| **Job Purpose:**  As a member of the Management Team, work closely with the CEO to develop strategies and deliver plans which support the sustainability of Brecon and District Mind’s vision and mission, ensuring the organisation is responsive to new opportunities and challenges. Lead on Marketing and Communications planning and delivery. Manage the delivery of key projects ensuring funders requirements are met. Deputise for the CEO when required. | | |
| **Responsibilities:**  Contribute to the development of strategies and deliver plans which support sustainability   1. Work closely with the CEO on developing strategies and lead on delivery. Includes community engagement, fundraising, social enterprise and other income generating opportunities. 2. Work closely with the CEO and external Trust & Grants fundraiser to develop quality applications and bids that meet the needs of the communities and people we serve. 3. Develop, monitor and report progress on Community fundraising strategy. Lead the Fundraising Coordinator and together recruit and support fundraising & event volunteers.   Marketing & Communications Lead   1. Review and develop plans for effective Marketing and Communications of Brecon & District Mind’s to our stakeholders, including meeting funders and supporter requirements. 2. Take a proactive approach to developing and improving systems and processes in the spirit of operational effectiveness. 3. Lead on a range of methods to provide support for relevant staff & volunteer awareness ‘champions’ to promote relevant information and opportunities both online & offline including  * Website, * Social Media, * newsletters, * press * local information boards.  1. Support the CEO with influence & engagement activities. 2. Lead on our Welsh Language ‘Active Offer’, and use of the Welsh Language in promotions.   Project Management   1. Oversee the delivery of specific projects – at present Mums Matter and Green Minds. The nature of the projects may change subject to available funding.      1. Be aware of funders’ requirements and ensure that projects meet them. 2. Produce data and reports to evidence project outcomes. 3. Work with the CEO to identify and pursue new funding streams for existing and potential projects. 4. Act as a role model for all team members, instilling high standards and a sense of pride in the achievements of Brecon and District Mind and helping team members reach their full potential so they can make their best possible contribution.   Deputise for the CEO   1. When required, represent Brecon & District Mind internally and/or externally being an excellent ambassador and provide updates and recommendations following the event(s). | | |
| **General Requirements:**   * Contribute positively and work in accordance with Brecon and District Mind’s culture, values, aims and objectives * Work diligently to meet the requirements of this job description * Always seek to continuously improve so that the highest quality standards are achieved * Participate positively in internal/external events, meetings and training as required * Positively participate in one to ones and appraisals * Ensure that relevant policies, procedures and working practices are adhered to at all times * Act as a positive ambassador for Brecon and District Mind * Positively contribute to the team working environment, taking ownership of issues and supporting colleagues where appropriate * Be flexible and willing to undertake any other duties that may be reasonably be required * Positively contribute to the evaluation of the impact of programmes and other key business plan objectives. | | |
| NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, Brecon and District Mind may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee’s remuneration and status.  An enhanced DBS with children & adults barring checks are required for this role  I confirm that I have read and accept the duties and responsibilities contained in this job description | | |
| **Name (Please Print)** | |  |
| **Signed Dated** | | |

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Leadership & Management experience | **\*** |  | A, I |
| Leadership in Voluntary, Community or Social Enterprise (VCSE) organisation |  | **\*** | A,I |
| Experience of successfully leading, developing and motivating a team | **\*** |  | A, I |
| Financial management – experience of setting budgets and delivering financial targets and reports |  | **\*** | A, I |
| Setting and achieving deadlines, managing simultaneous tasks and objectives | **\*** |  | A, I |
| Partnership working experience | **\*** |  | A, I |
| Marketing and Communications experience | **\*** |  | A, I |
| Working with a broad range of people, including people impacted by complex and sensitive situations | **\*** |  | A, I |
| Fundraising – experience of Community Fundraising |  | **\*** | A, I |
| Experience of supporting the formulation and delivering business plans |  | **\*** | A, I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Leadership or Management qualification |  | **\*** | A, C |
| Evidence of commitment to own and others’ continuing personal development | **\*** |  | A, I |
| **Knowledge & Skills** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Knowledge and understanding of the Health & Social Care and VCSE landscape | **\*** |  | A, I |
| Able to contribute positively and collaboratively to strategic business planning | **\*** |  | **I** |
| Excellent verbal communication skills – able to engage others in an appropriate manner | **\*** |  | **I** |
| Good IT skills – including Microsoft and Social Media | **\*** |  | A, I |
| Excellent written communication skills | **\*** |  | A, I |
| Understanding of key funding streams and funding requirements |  | **\*** | **I** |
| Able to produce and/or contribute to fundraising bids and other development activities | **\*** |  | I |
| Project management skills – able to manage multiple projects and achieve desired results | **\*** |  | I |
| Understanding of HR and Volunteer management |  | **\*** |  |
| Able to work effectively with a wide range of key stakeholders | **\*** |  | I |
| Sound budget management skills |  | **\*** | I |
| Sound understanding of Data Protection regulations |  | **\*** | I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Attributes** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Able to work calmly and professionally under pressure | **\*** |  | I |
| Team player – work efficiently and effectively with colleagues and associates | \* |  | I |
| Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly | \* |  | I |
| Excellent attention to detail and accuracy | \* |  | I |
| Ability to be innovative, identifying new opportunities | \* |  | I |
| Significant enthusiasm for the work of Mind | \* |  | I |
| Analytical outlook |  | **\*** | **I** |
| Proactive approach, a self-starter | **\*** |  | **I** |
| Operates with integrity and honesty at all times | **\*** |  | **I** |
| Able to provide positive leadership, be highly motivated and act with integrity | \* |  | I |
| Commitment to continuous service improvement | \* |  | I |
| Able to work out of hours and represent the charity at external events |  | **\*** | I |

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test