

## Head of Development Job Description

<b>Job Title:</b>	<b>Head of Development</b>
<b>Responsible to:</b>	<b>Chief Executive Officer</b>
<b>Based at:</b>	<b>The Strand, 75 Beverley Road, Hull, HU3 1XL</b>
<b>Working Hours:</b>	<b>35 hours per week (full time)</b>

### Scope

Hull CVS as the parent charity operating within Hull; and Meeting New Horizons as the charity's subsidiary body delivering services in the wider Yorkshire & Humber region; have been established to provide development and support services to local communities and the voluntary, community and social enterprise (VCSE) sector. A key part of our role is to provide a broad range of services and support to these organisations to aid their start up, effectiveness and longer term sustainability.

We currently provide a range of traditional services and advice that fulfils the everyday needs of charitable organisations, including supporting the recruitment and management of volunteers; delivering governance and constitutional advice to organisations; and providing a range of direct business support functions including low cost accommodation and room hire; networking opportunities; training; funding advice; payroll services; and finance and HR management; all helping organisations to start, grow and develop.

In addition to supporting the local sector, Hull CVS and MNH also directly delivers a range of projects to support local community empowerment. These include a range of volunteering programmes; patient voice and advocacy; direct payments support; and the administration of a number of small grant programmes for local Charitable Trusts.

Our head office is based at The Strand in Hull; which alongside our other nearby property, Centre 88, also provides room hire and office accommodation to other businesses and voluntary sector organisations. We also have satellite offices in Scunthorpe, Grimsby and Doncaster.

### Overall Objective

To perform a key internal and external delivery role, providing vital capacity, resource and input where needed, specifically around areas of internal operational development and external service development. The post holder will also play a proactive part in identifying new service areas in response to need and developing concepts for delivery.

## **Specific Duties and Responsibilities**

### **Project Management:**

- Lead on the mobilisation of new services and projects, including supporting the development of new team roles and ensuring projects and services are delivered on time and to a high quality from contract commencement.
- Develop service implementation and outcomes monitoring frameworks so that new teams can continue effective and accountable delivery from point of handover.
- Providing coaching to individual teams in project planning and delivery and empowering teams to become increasingly effective in project management.
- Provide troubleshooting, oversight and additional resource to specific service or internal operational areas at times of recruitment or need for enhanced delivery.

### **Business Development:**

- To proactively identify new services and opportunities that can be offered by the Group that meet our overarching outcome areas of delivery.
- To proactively target and develop relationships between the public sector, private sector and the voluntary and community sector to create areas of growth and development.
- Actively monitor new funding streams being made available; providing recommendations for bid/no bid decisions to the Chief Executive, and leading on the completion of bids in conjunction with individual or multiple service area teams.
- Develop high level business cases for external funding to support the continuation and development of existing areas of work.
- Support the Chief Executive in wider Business Development opportunities, including identifying potential opportunities within different localities, developing service concepts and brokering relationships.
- To contribute capacity towards the fulfilment of consultancy service activities, including training delivery, service evaluations and operational reviews.
- To represent both the Group and wider sector on local, regional and national partnerships, and be an active contributor to workstreams, research and activity where Hull CVS & MNH can add value.

### **Internal Development:**

- To support in the development of a programme of modernisation and continuous improvement across both internal and external operations.
- To support in ensuring that accreditations held or available to Hull CVS & MNH are obtained and maintained.
- To contribute to the development of various reporting requirements including performance monitoring and commissioner reports, trustee reports and the Group annual report.
- Provide high level coaching to teams in the delivery of outcomes monitoring and the production of a range of reports.
- Alert the Chief Executive of concerns in relation to any element of delivery or performance and provide and implement solutions to recover off track performance.
- Commit to ongoing self-development of knowledge of the Group's service areas, including statutory regulations and organisational contractual requirements.

**People Management:**

- Conduct periodic supervision meetings with designated staff members.
- To undertake proactive mentoring and coaching to develop staff members within their roles.
- Contribute to the management of personnel or operational concerns.
- In the event of vacant or newly emerging posts in teams, provide support in the recruitment process to appoint new staff members.
- Deputise in times of absence or high periods of demand.
- Contribute to and facilitate team and management meetings.
- Support the delivery of consistent messaging of wider Group operations to ensure staff are well informed, inspired and engaged in our objectives.
- Uphold the principles, policies and culture of the wider Group.
- Develop and sustain a positive team culture, including building resilience; an openness to giving and receiving challenging feedback; and continuous improvement.

**General Duties:**

- To ensure that members of the senior management team and wider Group are adequately informed of your work as appropriate and information is provided as requested by your line manager.
- To participate in planning and team building activities within the Group and to contribute to core operation and development.
- To take part in supervision / appraisals as agreed in line with the Group's policy.
- To undertake in-service training as appropriate.
- To respect confidentiality of all information acquired through working at the organisation within the framework of the confidentiality policy.
- To adhere to organisational policies and procedures.
- To undertake any other duties commensurate with the level of responsibility of this post which you may be asked to undertake by the CEO.
- To have a strong commitment to equality and diversity and to form effective working relationships across our diverse communities.