



Job title	SENIOR DEVELOPMENT AND PERFORMANCE MANAGER
Salary band	£36,500 - £45,000 p.a.
Hours	37 per week
Location	Perry Common, Birmingham
Accountable to	Chief Officer
Accountable for	Development Managers/Officers Performance Staff
Post term	Permanent

Working relationships

Internal	External
Board members	Service providers
Senior managers	Strategic and delivery partners
Co-workers, staff, volunteers	Funders and commissioners

1. JOB DESCRIPTION

Job Purpose

- Working closely with the Chief Officer (CO), the post holder will play a pivotal role in supporting the continued growth of the organisation from both a financial and strategic perspective.
- Successfully implementing the Association's development strategy, identifying and responding to new business opportunities and expanding the scope and scale of services that maximise community impact.
- Leading, motivating and developing a team to deliver great services

Key tasks and responsibilities

- To develop and deliver an annual business/development action plan with key performance indicators (KPI) which aligns to the Association's strategy and increases its service and income base.
- To plan and develop sustainable projects and services, based on creating effective partnerships and securing resources to deliver our intended outcomes.
- To prepare and submit targeted, innovative funding proposals, contract and tender submissions to a professional standard and quality.

- To maintain a working knowledge of opportunities and relationships with funders, commissioners and providers, influencing the design and delivery of opportunities through sharing the Association’s successes and good practice.
- To lead and manage staff and volunteers; to ensure they deliver great people-focussed services, operate as an effective team, perform to the best of their ability and feel valued.
- To manage programme performance and finances; creating appropriate frameworks and reporting regularly against key performance indicators to colleagues, Board members, funders and external stakeholders
- To develop and implement new processes and improve existing practices to streamline service delivery, improve performance management and maximise community impact
- To explore the feasibility of establishing social enterprises to deliver outcomes and, where appropriate, as part of the succession arrangements for funded projects.
- To attend Board meetings to present progress and deputise for the CO internally and externally, as required by the CO.
- To manage Association staff within relevant legislation, including Health & Safety, and implement the Association’s policies and procedures, ensuring that staff work within and to them
- To support wider Association work and carry out any other tasks which may be reasonably regarded as falling within the work requirements of the role.

2. PERSON SPECIFICATION

How do we check if you have it?

Application = A

Interview = I

Test / Assessment = T

Experience

Essential	Assessment Method
Managing a broad range of community development, regeneration projects or social enterprises in a community setting	A/I
Developing and executing effective fund-raising strategies including producing successful tender responses, writing successful funding bids and securing contracts to deliver services	A/I/T
Successful bid track record of securing significant funds (in excess of £200k p.a.), negotiating funding / contract agreements and reporting project performance to funders	A/I/T
Managing significant budgets, financial reporting and forecasting	A/I
Managing and reporting on project / contract performance to a range of internal and external stakeholders	A/I

Managing an effective staff team and working within HR processes	A/I
Implementing an appropriate Performance Management Framework – outcomes and financial performance monitoring and reporting to a range of stakeholders	A/I/T

Skills and Qualifications

Essential	Assessment Method
Degree or equivalent management qualification e.g. ILM or NVQ Level 5	A
Bid writing skills including research, planning, analysis	I
Forward thinking and innovative approach; with an ability to anticipate problems and identify solutions	I/T
Excellent interpersonal and communication skills (written and verbal)	A/I
Excellent relationship management and negotiation skills	I
Ability to plan, manage, monitor and report on the performance of a business unit	I
Ability to quickly develop a detailed understanding of wide-ranging and complex topics	I/T
Ability to lead and motivate staff and manage teams effectively	I
Performance management, supervision and appraisal skills	I
Financial management, planning and budgeting skills	I
Strategic planning, analysis and project management skills	I
Ability to present complex information in a simple way to a wide range of audiences	I/T
Ability to write and present reports and other material for a variety of purposes	A/I
Team-working skills, able to work in a flexible and adaptable way	I/T
Excellent IT skills, including word processing, spreadsheets, email, web research, presentations	A/I/T

Knowledge

Essential	Assessment Method
Understanding of community development/ regeneration	I/T
Detailed understanding of the wider funding environment and changing trends in the voluntary sector	I/T

Other requirements - Access to a car and ability to drive

3. STATEMENT

As a Community Association, WLCA exists to work with and for its communities in Perry Common and other priority neighbourhoods. Community and accountability are important to us and our work reflects these values. We believe that through our professionalism, dealing with people transparently, honestly, fairly, respectfully and with good humour, we will demonstrate an inclusive approach and excellent service to everyone we work with.

The job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes to and developments in business requirements.

A 6 month probationary period applies to all WLCA appointments, which may be extended at the discretion of the Association.

WLCA has a governance framework that includes Financial Standing Orders and Delegated Authorities. If you have budgetary or financial responsibility you are required to follow this framework.

The information being handled by employees of WLCA is considered confidential to the Association. Failure to respect the confidential nature of this information will be regarded as a serious misconduct and will result in action under the Disciplinary Policy including possible dismissal. In the case of computerised information, this could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, clients and visitors.

The Association is committed to Equal Opportunities in employment and access to services. It is our aim to ensure that no applicant or employee receives less favourable treatment on grounds of age, gender, ethnicity, disability, sexual orientation, pregnancy/maternity, marriage or civil partnership status, religion or belief, and gender reassignment. WLCA is responsible under equality and diversity legislation to ensure equality issues are promoted and you are expected to work with WLCA to fulfil these obligations and policies.