

Development Manager

Job Description



Role Title	Development Manager
Salary	£30,000 pro-rata
Hours	21 hours per week- (flexible working patterns negotiable)
Location	Birmingham
Post reports to	Chief Executive Officer
Key Relationships:	Aspire Sports Trust Board of Trustees Aspire Sports Trust Chief Executive Officer

All successful applicants will be subject to a DBS check

Aspire Sports Trust wishes to appoint a Development Manager who is passionate about sports and committed to making a difference to vulnerable children and young people. Also with an understanding of the role that physical activity and sport plays in facilitating change and making a real difference in the lives of children and young people.

You will be a confident ambassador for the organisation, and capable of delivering funding growth year-on-year consistent with the values and priorities of Aspire Sports Trust. You will use your networks, initiative, creativity and income-generating skills to ensure the success of our ambitious plans for growth. You will have an opportunity to work aboard as part of our Aspire to Africa programme.

1. Main Purpose of Role

Aspire Sports Trust has developed a 3 year business plan to take the charity forward to 2020 to support the development of key services that will continue to transform vulnerable children and young people's lives. You will play a key role in leading the operational and fundraising strategies of the charity to support this 3 year plan, driving forward new initiatives to ensure long term growth and sustainability.

2. Principal Duties and Responsibilities

2.1 Operational Leadership:

- Efficient programme management (team of coaches, resources and equipment) to ensure effective development and delivery of our core programmes to meet financial and impact outcomes.
- Assess opportunities to develop new programmes to increase the number of young people and families supported and extend the geographical reach of the charity.
- Further develop and manage our Africa project, with specific focus on partnerships and fundraising.

2.2 Strategic

Play an active role in strategic reviews and contribute to the wider thinking and planning of the charity.

2.3 Fundraising:

Supported by a bid writer to increase income and to improve the sustainability of Aspire Sports Trust by proactively securing funds from various income streams, including, but not limited to corporate giving, sponsorship and fundraising events.

- Devise and implement a fundraising strategy to secure relevant grants
- Develop and maintain relationships with key funding decision makers
- Generate income through sales to schools and other customers
- Develop and manage strategic relationships with customers and partners
- Collate and present data required by funders

2.4 Reporting and Targets:

- Work with the project delivery teams to compile reports for funders
- Manage budgets
- Work to agreed targets and KPI's for fundraising and delivery
- Attend quarterly board meeting
- Produce a quarterly report at board meetings
- Attend and contribute to sub-committee meetings

2.5 Marketing and Networking:

In collaboration with the Aspire Ltd marketing team produce communication and marketing materials (e.g. press releases, newsletters) to raise public awareness and promote the organisation, including schools, other education, community and corporate partners:

- Help develop a brand identity for Aspire Sports Trust
- Work with the marketing team to manage and update the website, blog and social media platforms on a regular basis
- Network and promote Aspire Sports Trust, develop and maintain links with existing and potential supporters.

3. Commitment to Personal Development

Personal development is paramount at Aspire Sports Trust. Depending on needs, this may include:

- In-house mentoring programme
- Internal and external training related to the role
- Regular performance reviews

And any other duties within the general scope of the post

Development Manager

Person Specification

EXPERIENCE

Experience in the charitable sector is important but not essential. The successful candidate will have a professional approach, be passionate about helping to positively impact the lives of children and young people and have a positive attitude to promoting health and well-being through physical activity and sport. It is expected that the successful candidate will have experience in:

- Working in a similar environment or position
- Business or programme management
- Managing or leading delivery of programmes for children and young people
- Delivering income growth through fundraising, sales and marketing
- PR and communications
- Event planning and management
- People management

QUALIFICATIONS / EDUCATION / TRAINING

- You may have experience in the following roles: Operations Manager, Teaching/coaching, Business Development Manager, Fundraising Manager
- A degree or equivalent qualification is expected, but experience is also recognised

SKILLS

- High level of written and verbal communication, including the effective use of technology
- Programme management, delivery and organisational skills
- Experience and understanding of networking
- Well-developed verbal, interpersonal and customer service skills
- Ability to identify income generation opportunities
- Project management skills, including report writing, financial monitoring and evaluation
- Strategic and business planning skills, including securing finance
- Delivering objectives to agreed timescales and deadlines
- Ability to work independently to prioritise work areas

PERSONAL QUALITIES

- Proactive self-starter
- Empathetic and open to new ideas
- Values driven
- Passionate and enthusiastic
- Opportunistic and entrepreneurial
- Exceptionally good at relationship building and working with others

GENERAL

- Driving licence and access to own mode of transport
- This job is subject to receipt of an enhanced DBS disclosure and references
- Committed to the values of Aspire Sports Trust