

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Development Officer	JEID	J0028
Salary Grade:	Scale J		
Team:	Heritage and Culture Warwickshire		
Service Area:	Business & Customer Services		
Primary Location:	Warwick		
Political Restriction	Not politically restricted		
Responsible to:	Delivery Lead, Heritage & Culture (Development & Operations)		
Responsible for:	N/A		

Role Purpose

The Development Officer works with a broad network of partners, stakeholders and organisations, working collaboratively to support development across all areas of HCW service delivery. The postholder leads all aspects of the Heritage & Culture Warwickshire (HCW) Service's fundraising strategy whilst ensuring HCW maintains a strong, high quality brand.

Role Responsibilities

- To develop and maintain a broad range of partnerships, stakeholders and other networks in order to maximise opportunities for HCW across the public and private sector and at local and regional level
- To provide project management for identified development projects and programmes
- To lead and manage Heritage & Culture Warwickshire's Fundraising strategy
- To support the Delivery Lead (Development & Operations) in the annual programme of business planning and provision of the HCW annual report, including collection and interpretation of HCW audience and associated data
- To co-ordinate the annual programme of marketing and PR functions across HCW service areas
- To provide day to day supervision for the Development Co-ordinator

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Degree (or equivalent) in a related subject	A D
Experience of management of projects and programmes involving a broad range of partners and stakeholders	A I P
Track record of developing and delivering successful fundraising activity	A I P
Experience of writing bids to a range of funding organisations	A I
Strong interpersonal and advocacy skills, able to negotiate with a wide range of internal and external partners and stakeholders	A I
Experience of collaboration within multi-disciplinary teams, creating shared goals and supporting staff to achieve their best	A I
Able to work flexible hours (including evenings & weekends) to meet the needs of the post	A I
Excellent communication skills	A I
Ability to manage time effectively to meet deadlines	A I
Ability to work independently and as part of a team	A I
Experience of budgeting and financial management	A
Experience of managing staff and volunteers	A

Desirable Criteria

Assessed By:

Track record of developing and delivering a successful fundraising strategy within a Heritage or Cultural organisation	A I
Experience of the collection and interpretation of management & audience/visitor data and its use in supporting service planning	A I
Track record of developing and delivering successful commercial activity	A I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety
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Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	Yes - Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
Yes - Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
Yes - Night work (evening work)	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	Yes - Regular work outdoors
Yes - Significant use of computers (display screen equipment)	Yes - Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	Yes - Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	