

**Development Officer  
Job Description and Person Specification**

<b>Responsible to:</b>	Project Coordinator	<b>Pro-rata Salary:</b> £26,936 (37 hours per week) <b>Actual Salary:</b> £17,472 per annum (24 hours per week)
<b>Location:</b>	Liverpool	<b>Hours per week:</b> 24 hours (days and times of work are to be negotiated)
<b>Contract Term</b>	3-year minimum contract	
<b>Probationary Period:</b>	Three months	
<b>Notice Period:</b>	Two weeks within probationary period, three months thereafter	
<b>Job Purpose:</b>	To develop the strength, sustainability and longevity of the charity, maximizing positive outcomes for service users and the Charity. Alongside robust business development this will include income generation to secure sustainable income streams, developing partnerships with third sector, commercial and statutory funders.	
<b>Closing Date: Interview Date and location:</b>	Friday 12th April 2019 Wednesday 17 <sup>th</sup> April 2019 at Dovecot Multi Activity Centre, Back Dovecot Place, L14 9BA	

**HOW TO APPLY**

If the chance to work for this exciting charity appeals to you, send a CV and tailored covering letter outlining your suitability for the role to the following email: [ayla.mdvs@gmail.com](mailto:ayla.mdvs@gmail.com)

You are advised to get in touch in advance of the closing date to give the charity time to consider your application.

If you would like an informal discussion about this opportunity, please contact; Ayla Nasuh on 07802 722 703

## **Job Description**

We are looking for an individual who shares our commitment to making a real difference in the lives of women and children who have been so deeply affected by their experiences of domestic violence.

Merseyside Domestic Violence Service are an established charity and have gained over 20 years' experience working with women and young people whose lives have been blighted by domestic violence. We pride ourselves on our commitment to the families we work, and we go above and beyond with everything that we do to significantly improve their lives.

MDVS recently secured funding over the next three years to develop an integrated safety service for female victims/survivors and male perpetrators of domestic violence. We now need to concentrate all our efforts on making this project a huge success, but we also want to ensure that we can grow and sustain the service beyond 3 years. The Development Officer position will be an integral part of ensuring the success and continuation of this vital service that we have worked so hard to secure.

The successful Development Officer role will;

- Support and gather data including analysis and reporting of data to help MDVS measure the impact of its work with women, children, young people and male perpetrators
- Present data to stakeholders, key partner agencies, MDVS' Trustees, existing supporters creative, emotive and personable ways.
- Assist the Project Coordinator and CEO in training and recruitment of new Trustees to help strengthen the governance of the Charity
- Assist the Project Coordinator in implementing sound financial controls to help strengthen the governance of the Charity
- Meet best practice standards regarding reporting deadlines, ensuring terms and conditions are satisfied, with a focus upon donor retention

- Research, identify, secure and manage donations from trusts, foundations and statutory-making bodies, corporate and community donors
- Develop a range of volunteering opportunities in ways that will improve the lives of the families we work with
- Raise the profile of and actively promote the work of the charity through Social Media platforms and other creative ways
- Proactively identify ways to increase productivity by raising the financial reserves of the charity
- Ability to work as part of a team to achieve organizational objectives
- Communicating to both internal and external networks to forge strong professional relationships and partnerships
- Meet all fundraising strategy targets, deadlines and income projections
- Having resilience to thrive and remain optimistic within highly challenging and competitive times
- To work within the confines of confidentiality and ensure that professional boundaries are always maintained when working with women, staff and external bodies and to work within MDVS' Code of Conduct. To ensure that security of sensitive information is maintained
- MDVS can require staff to work flexibly out of normal working hours

***The above is provided for guidance and is not an exhaustive list of all accountabilities that the post holder may have over time.***

## Person Specification

### Development Officer

Criteria	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree/Diploma or equivalent in Business Studies, Community Development, Voluntary Sector Management, Social Policy and Administration, Law, Marketing, Sociology and similar.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of income generation within the third sector.</li> <li>• Experience of writing reports and creating presentations.</li> <li>• Experience of working within or an understanding of the Voluntary and Community Sector in Merseyside.</li> <li>• Experience of collating evidence to measure social impact.</li> <li>• Experience of developing fundraising targets and meeting deadlines.</li> <li>• Proven success of securing substantial income from one or more of the following;               <ul style="list-style-type: none"> <li>- Trusts, foundations or commissioning/procurement</li> <li>- Corporate support</li> <li>- Community/public fundraising</li> </ul> </li> </ul>	
<b>Key Strengths</b>	<ul style="list-style-type: none"> <li>• Resilience</li> <li>• Self-motivated</li> <li>• Innovative thinking</li> <li>• Embraces change to achieve and exceed the aims of the charity</li> <li>• A commitment to helping people improve their lives</li> </ul>	
<b>Abilities/Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Have good knowledge of what is needed to grow and sustain a charity.</li> <li>• Strong planning and analytical skills in identifying</li> </ul>	

	<p>relevant sources of income to formulate successful fundraising activities that achieves results.</p> <ul style="list-style-type: none"> <li>• Ability to raise the profile of the charity through a range of creative ways including networking and social media.</li> <li>• Possess excellent communication skills, both written and verbal.</li> <li>• Ability to manage budgets.</li> <li>• Excellent IT skills and ability to use Microsoft word, excel, PowerPoint and databases.</li> <li>• A great team player who works well with others and can equally work on own initiative and manage individual workload.</li> <li>• An ability to manage a divers workload and prioritise tasks to maximise opportunities</li> </ul>	
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• A commitment to follow the policies, procedures and philosophical principles of MDVS and be committed to empowerment, support and equality which underpin all the work undertaken by MDVS.</li> <li>• Candidates must satisfy the interview panel that they have an objective distance from any personal experience of violence/abuse.</li> <li>• This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for an Enhanced Disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.</li> </ul> <p>*Occupational Requirement (Equality Act 2010) applies</p>	