

Role Description – Senior Development Worker

<p>Background</p>	<p>Futurekraft supports primarily small and medium size charities, churches and community projects, who by their nature means, they need multiple and varied levels of support. As a team, we all possess appropriate skills and experience to help different types of charities develop and thrive. We're looking for a worker who has a good level of suitable skills in all areas. In addition, you will have one or two unique skills that will contribute to the overall intellectual capital of our team. Each member of the team is responsible for several projects, sometime alone, sometimes with another member of the team. Dependent on your specific skills and experience, your role will approximately be split 65% fundraising and 35% project development.</p>
<p>Purpose</p>	<p>Enable organisations to thrive; by helping them develop in bespoke, sustainable ways, and finding appropriate funding solutions.</p>
<p>Key duties</p>	<ol style="list-style-type: none"> 1. Take the lead on delivering contracts for multiple clients Develop good relationships with clients, take responsibility for the delivery of all aspects of the contract within the specified timeframe and drawing upon the skills of team members for support. 2. Identify funding and growth opportunities and take pre-emptive action Understand the project you support, grasp the situation and the possibilities ahead, design projects and find places to go for funds to accomplish them. Raise funds through grant making trusts, developing social enterprise, and other relevant forms of fundraising dependant on the client's needs. 3. Provide Leadership and Management support to clients Discuss with and contribute to leaders' understanding of their projects; help find solutions and foster an environment where they can make decisions about and manage their organisation.

	<p>4. Provide back office support, such as: management accounts, monitoring, evaluation and communication to funders Often back office support is required for the smooth running of the organisation - develop and/or strengthen these systems to facilitate this process.</p> <p>5. Local needs analysis and community consultation Understand the needs of the local community to help the project deliver relevant services. Therefore, you might have to deliver a community consultation.</p> <p>6. Scope/develop projects and write development and business plans Write development or business plans, depending on the size and needs of the project. Once clarity about the project has been reached, the options before you might be: grant fundraising; contractual income; enterprise development; or another key driver. Pursue this with vigour.</p> <p>7. Team Work You will work as part of a larger team with other members bringing skills that you might not currently have. You will be encouraged to draw on their skills to make your offer to the clients you serve as strong as possible. It will also be your responsibility to offer your key skills to the wider team, mentor trainees and contribute towards the wider development of Futurekraft.</p>
<p>Requirements</p>	
<p>Qualifications</p>	<p>Qualified to degree level</p>
<p>Experience</p>	<p>Will have experience in at least three of the following relevant fields of our work</p> <p>[Administration, Bid Writing, Project Management, Financial Management, Business Planning, Consultation, Monitoring & Evaluation, Strategic Development]</p>

Practical Skills	<ul style="list-style-type: none"> • Be a quick learner • Excellent writing skills • Excellent verbal communication skills • Comprehensive numeracy, literacy and IT skills • Good organisational skills, including an ability to prioritise and work on your own • Ability to work under pressure, manage your own workload and deliver work in a performance-focussed environment • Ability to conduct relevant research • Must have some experience in project development • Must have experience of fundraising • Clear understanding of the church and charity context • Ability to work effectively both individually and as a member of a team
Motivation / Outlook	<ul style="list-style-type: none"> • Have an active Christian faith • Have a commitment to self-development • Be able to believe in the causes of your clients and be tenacious to see them come to fruition • Be passionate about seeing communities thrive • Be self-motivated
Professional Development	<p>All members of staff are required to commit to their own professional development by evidencing progress against the Futurekraft Competencies Framework.</p>