

Senior Development Worker Competencies Framework

Futurekraft will support you to work towards all essential competencies and some desirable competencies. However, we would expect a new employee at this level to be able to evidence skill or experience linked to those items that have a 'Y' in the right-hand column as well as some desirable items. If you lack skill or experience in any of these areas, we would expect to see evidence of your ability to learn new things quickly.

Fundraising		
Essential	Can research relevant funders for funding strategies	Y
	Can evidence need for projects from a variety of sources	Y
	Can effectively evidence impact of projects	Y
	Uses appropriate language to engage readers	Y
	Understands how to write clear outcomes	Y
	Can produce quality funding applications within desired timescales	Y
	Understands how to create budgets for incorporation in applications	Y
	Can develop effective monitoring and evaluation systems to enable clients to evidence impact and need	Y
Desirable	Secures significant, multi-year funding bids (e.g. RC, HLF) £250k+	
	Deliver Fundraising Training to external groups	
	Experience in fundraising for large capital projects £250k+	

Finance		
Essential	Can interpret basic information in charity annual accounts	Y
	Can create clear organisational budgets	Y
	Understands how to create management accounts	Y
	Can support clients to manage grant spending	Y

	Has understanding of best practice for financial policies and procedures	Y
	Can make recommendations to clients on income diversification	Y
Desirable	Knowledge of accounting software packages e.g. Sage, Quickbooks	

Consultations

Desirable	Can effectively plan a community consultation	
	Can take the lead on delivering a consultation	
	Can efficiently analyse consultation data	
	Can produce clear consultation Reports	
	Can confidently present findings to boards	
Essential	Supports project lead to deliver consultation	
	Can complete the process within the allotted time	

Creative Thinking

Essential	Can design community projects to meet identified need	Y
	Can write captivating yet realistic development plans	Y
	Can offer creative, strategic solutions to project development	Y
Desirable	Can write strategic and achievable business plans for social enterprise	
	Can design and oversee HLF projects	
	Explore and implement social enterprise with clients	
	Can support clients to develop and implement mission, vision and values	

Client Communication

	Confidently meets clients face to face	Y

Essential	Takes the lead on contracts	Y
	Can address boards with confidence and professionalism	Y
	Has courage to make recommendations to clients and explains thinking	Y
	Re-negotiates contracts	
	Secures new contracts	
	Regularly contacts clients	Y
Desirable	Represents Futurekraft to external non-client parties	
	External speaking engagements	

Internal Operations

Essential	Can manage and record time effectively	Y
	Is mindful of timescales and progress on client service level agreements	Y
	Can use CiVi with confidence	
	Provides training to trainees	
	Uses strengths to support colleagues	Y
Desirable	Develop internal tools for more efficient working that benefit the team	
	Develop client facing tools that improve communication and client experience	

General Knowledge & Skills

Essential	Understands basic governance	Y
	Understands HR basics	Y
	Understands definition of mission, vision & values	Y
	Has good Excel skills (confident use of formulas etc)	Y