

LANCASHIRE WOMEN

are hiring



Development Director

We **EMPOWER**
We *are* **CREATIVE**
We **COLLABORATE**
We **DON'T JUDGE**

Our Vision and Mission

Our vision - where all women and girls in Lancashire are valued and treated as equals.

Our mission is:

- To empower women and girls to be able to transform their lives by bringing them together to find their voice
 - Share experiences and understanding
 - Develop their knowledge and skills
- Challenge stereotypes and misconceptions about them

... so that they can have choices in becoming the individuals they want to be.

Our Impact

6,544

individuals accessed support, of which 4,874 were new referrals into our services

51,585

sessions of support offered, with individuals accessing on average 8 sessions of support

37%

accessed multiple services, in line with our 'one stop shop' model

Overview of the role

To work with the CEO and as part of the Senior Leadership Team to develop and deliver service and corporate business objectives across Lancashire in relation to the overall strategic and charitable objectives for LW.

- **Ensure an effective income generation strategy is in place to secure income detailing fundraising, grant proposal and contract opportunities, Coordinating bid work across the organisation and taking forward negotiation for specific services and activities with commissioning bodies, ensuring the delivery of high quality, competitive and compliant proposals and tenders.**
- **Support and work collaboratively with the CEO, SLT and local partners in actively seeking opportunities for growth across all areas of LW's work across all sectors including the development of commercial services and trading.**
- **To have line management and strategic oversight of the Development team.**

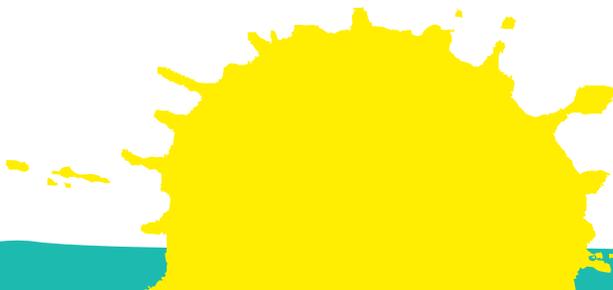


About us

Operating for over thirty years, Lancashire Women (LW) provide a network of four female only centres to provide safe, dedicated female only space for women across the county. We provide a 'One Stop Shop Service' for women, bringing together a range of services under one roof, designed to support women who at any one time may be facing a range of issues including social isolation and exclusion, homelessness, poverty, mental ill health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs. Following a period of significant growth, we are looking ahead to ensure that our services continue to meet women's needs and retain women's voices and experiences at the heart of their design.

Whilst our delivery draws upon three decades of practical experience in supporting women - and is an approach recognised nationally for its effectiveness and impact - we are working hard to ensure that we continue to innovate in our use of knowledge, data, resources, collaboration and service design techniques to allow us to develop the most effective services for women and girls in our community.



Key Responsibilities

This Job Description describes the principal purpose and main elements of the job. It is a guide to the main responsibilities as they currently exist and is not intended as a fully comprehensive or permanent schedule of tasks. The jobholder is expected to work flexibly and respond positively to changing needs of Lancashire Women.

Income Generation

- 1. Ensure that LW has a mixed economy of funding streams utilising grant, tender, fundraising and trading opportunities to create financial stability thereby reducing risk and reliance upon limited funding sources.**
- 2. To identify and communicate commissioning and market trends, gap analysis and new business opportunities enabling LW to anticipate and take advantage of a rapidly changing market, through the use of timely market research and intelligence.**
- 3. To analyse business, financial and social value information and communicate this analysis effectively to inform decision making at both strategic and service level, which will support Lancashire Women's business planning, quality assurance system and impact assessment models of evidence to improve business performance.**
- 4. To work closely with the CEO and SLT to identify, create, develop and implement a selection of innovative business and financial models, which can be deployed to gain competitive advantage, win business and support business development.**
- 5. To lead on the drafting and preparation of Pre-Qualification Questionnaires, undertake research to inform and support the completion of high-quality tender proposals and responses, supporting SLT in the drafting and preparation of invitations to tender.**
- 6. Obtaining feedback on all tenders submitted and the winning tender; keep a record of reasons for success and failure and report through organisational structures at regular intervals to create action learning and development of business growth.**
- 7. Liaising with the Community Director in keeping up-to-date on existing services contract expiry and re-tender requirements, facilitating/preparing tender submissions as necessary and working with / reporting into SLT.**
- 8. Staying abreast of upcoming tendering/funding opportunities for example using all procurement and grant funding websites to research relevant contract end dates and new opportunities.**
- 9. Managing and contributing to researching relevant information for tender submissions using local government portals and other websites and other resources to ensure adequate knowledge is gained about locality, mobilisation, local resources, community etc. before tenders are submitted**
- 10. To work with colleagues to ensure the fundraising strategy is effective and that voluntary income is maximized and used to best advantage in service development and delivery**
- II. To be responsible for achieving organisational income targets and ensuring that the Development team targets are set accordingly ensuring organisational stability and growth.**

Marketing

- 1. To develop and ensure delivery of a marketing and communications strategy, in line with organisational objectives.**
- 2. Build an effective marketing team / resource within LW**
- 3. Ensure the development of high-quality materials and resources to support marketing activities across all workstreams as well as wider organisational events and activities.**
- 4. Implement effective monitoring and evaluation of marketing reach and impact and ensure this informs future activity and campaigns / messaging.**

Partnerships and Relationships

- 1. Play a key role in developing and nurturing LW relationships across all sectors with a view to opening up new channels of support and project development including institutional donors, partner organisations and networks.**
- 2. Identify and develop existing and new stakeholder partnerships, including potential sub contractors and delivery partners.**

Management

- 1. Line management of development team (x5) Be responsible for the management, training and development of staff, ensuring that regular supervisions are held and annual appraisals are carried out within designated timescales.**
- 2. Monitor and review KPI's for all development staff and address any issues in relation to these.**

Organisational Responsibilities

- 1. To facilitate effective governance by ensuring appropriate reports are provided to Trustee boards as required and to provide performance monitoring reports, management information etc as required to agreed deadlines.**
- 2. Represent LW at meetings, seminars / workshops / conferences and other external events as required.**
- 3. To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy**
- 4. Be aware of the Health and Safety requirements in the workplace, and in particular, as it relates to own service area and/or department.**
- 5. Participate fully in personal supervision meetings and the annual appraisal process and undertake any training deemed necessary for the role.**
- 6. Review own delivery performance against agreed annual KPIs (key performance indicators), aiming to meet or exceed personal targets/performance levels.**
- 7. Undertake additional duties, training and/or hours of work as may be reasonably required which are deemed appropriate to the levels of responsibility within the role.**
- 8. Have a personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with the GDPR and complies with the law, organisational policies and best practice when processing information.**
- 9. Work outside of normal office hours (i.e. evenings and weekends) as and when required and as appropriate.**
- 10. Undertake other appropriate tasks as may be required of the post holder from time to time and provide cover for tasks during periods of sickness or holiday.**

General

1. To ensure that required standards of health and safety are maintained.
2. To work flexibly as and when required including occasional evenings and weekends and support other team members as needed.
3. To uphold the policies and ethos of Lancashire Women at all times.

About you

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.



- ☆ Can deliver work to a high standard and demonstrate a professional approach
- ☆ Is non judgmental and understands the importance of equality and diversity at all levels of work
- ☆ Awareness of Health and Safety in the work place
- ☆ Have access to transport for work purposes
- ☆ Shared values with Lancashire Women

Your knowledge, training and experience

- ☆ Business development/ marketing/fundraising(Degree or professional qualification)
- ☆ Management qualification / or demonstrable equivalent experience
- ☆ People management skills including supervision and performance management experience
- ☆ Ability to write reports for the Trustee Board, process complex information and work to deadlines
- ☆ Knowledge of the policy agenda in relation to poverty and social justice covering a wider range of topics with a female specific lens and analysis
- ☆ Can lead, set, plan, deliver, review and measure outcomes, impact and social value and return on investment
- ☆ Ability to work creatively and flexibly and lead on growth and innovation development
- ☆ Demonstrate knowledge and understanding of the needs to provide a non-discriminatory service
- ☆ Understand the importance of a gender specific approach to the work.
- ☆ Knowledge of appropriate legislation relating to contract delivery and monitoring
- ☆ Experience of senior management in a Third Sector, Social Enterprise or Public Authority setting
- ☆ Experience of income generation across grants, tenders, fundraising and commercial / trading activity and proven track record in generating 6 figure sums.
- ☆ Experience of Business Planning processes and action planning
- ☆ Experience of the commissioning process and submitting tenders
- ☆ Experience of income generation to support the growth and sustainability of services
- ☆ Experience of setting, meeting and reporting on outcomes and key performance indicators
- ☆ Experience of developing marketing and external communications materials and interventions to support corporate activities and services.
- ☆ Experience of working with Governing Bodies including Board of Trustees

HOW you can apply...

For further details about the role please look at our website at lancashirewomen.org/careers/careers.

To apply please send your CV with a maximum of 2 additional A4 statement to show how you meet the requirements of the person specification.

If you'd like an **informal discussion** about the role prior to applying please email our CEO at:
Amanda.Greenwood@lancashirewomen.org

Closing Date:

Tuesday 23rd April 2019 at 10am

Interview date: Wednesday 1st May.

WHY we are great to work for...

- A chance to work in a rewarding, ethical and agile environment where every day you are really making a difference to the lives of women and girls.
- Employer Pension Scheme.
- Flexible working / work life balance.
- Childcare vouchers.
- Be involved in an organisation which put service users and co design at the centre of all we do.

Salary & More Information

Lancashire
£35,951 per annum
Permanent



**Do you have the
energy, knowledge
and creativity to
meet those
challenges?**

**We have big plans
and there will be
challenges along
the way.**

Head Office

21-23 Blackburn
Rd, Accrington
BB5 1HF
0300 330 1354

Centres in:

Accrington
Blackburn with
Darwen
Blackpool
Burnley
Preston

Outreach activity in:

Blackburn with
Darwen
Chorley
Lancaster
Skelmersdale
Kendal
HMP Styal
Cumbria

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Lancashire Women

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