Post Title: Charity Development Manager
Salary: £40,000 per annum or FTE
Hours: 32 – 36 hours per week
Location: Chertsey/Staines – Office based, with regular travel across the project area
Contract: Permanent

Job Purpose:

The Charity Development Manager will take a hands-on role in delivering this new project, working directly with charities, voluntary organisations and community groups to understand their needs and provide practical support. This project aims to build the resilience and capacity of charities and charitable organisations across West Surrey, concentrating on services delivered in areas of deprivation. The postholder will also coordinate the project team and ensure delivery meets National Lottery Community Fund requirements and achieves its intended outcomes.

The postholder will spend a significant proportion of their time working alongside organisations, carrying out organisational reviews, agreeing action plans and delivering one-to-one mentoring and development support. Alongside this direct delivery, they will coordinate and support the project team, manage progress, build local partnerships and ensure that learning and evidence of impact are captured throughout the project.

Main Duties:

- Take direct responsibility for delivering a substantial proportion of the project's support to charities, voluntary organisations and community groups.
- Manage an active caseload of participating organisations, maintaining regular contact and following through on agreed actions.
- Build trusted relationships with organisations, staff, trustees, volunteers and residents to understand local needs, strengths and priorities.
- Carry out organisational reviews and needs assessments, identifying practical development priorities with each organisation.
- Co-produce realistic action plans, agree clear next steps and review progress regularly with participating organisations.
- Deliver one-to-one mentoring and practical organisational development support, including governance, leadership, planning, policies, partnership working and organisational resilience.
- Help organisations identify barriers, explore workable solutions and make sustained progress towards their agreed goals.
- Identify learning and development needs and personally plan, coordinate and, where appropriate, facilitate workshops, peer-learning sessions, networking opportunities and community events.
- Encourage and facilitate collaboration between community organisations, local authorities, statutory services and other local partners.
- Respond to requests for advice and provide appropriate information, practical guidance or signposting to specialist support.
- Coordinate and support the wider project team, agreeing priorities, sharing information and ensuring activities are joined up, while remaining actively involved in delivery.

- Maintain accurate and timely case notes, action plans, monitoring records, participant feedback and case studies for the organisations supported.
- Monitor progress against the project plan, agreed outputs, outcomes, timescales and budget, identifying issues early and taking practical action to address them.
- Prepare progress reports for funders, trustees and senior management, contribute to project evaluation and use learning and feedback to improve delivery.
- Prepare clear progress reports for funders, trustees and senior management and represent the organisation at meetings, events and strategic forums.

Person specification

Area	Description
Person Specification Essential:	Significant experience of delivering community development or organisational development support within the voluntary and community sector. Experience of coordinating projects and supporting colleagues to deliver shared objectives. Strong knowledge of the voluntary and community sector and the challenges facing charities and community organisations. Experience of building trusted relationships and working effectively with diverse organisations, communities and stakeholders. Experience of organisational capacity building, including governance, leadership, planning and organisational resilience. Proven project management skills, including planning activities, managing a varied caseload, monitoring progress and delivering against agreed outcomes and timescales. Experience of monitoring, evaluation and impact reporting, including the use of action plans, feedback, case studies and performance information. Demonstrable ability to provide practical, hands-on and tailored support, working alongside organisations to resolve issues and make progress. Excellent written and verbal communication skills, including the ability to prepare high-quality reports and represent the organisation confidently. Strong organisational skills, sound judgement and the ability to work independently while managing competing priorities. Ability to travel around local area to meet clients and attend meetings. Driving will be essential Familiarity with Microsoft office package and relevant project management software.

Area	Description
	Experience of leading or delivering a National Lottery Community Fund or other externally funded programme.
	Experience of fundraising, identifying funding opportunities or helping organisations improve their funding readiness.
Desirable	Experience of organising workshops, community engagement activities, networking events or peer-learning opportunities.
	Experience of Salesforce or similar CRM.
	Knowledge of the local voluntary and community sector and relevant statutory and strategic partnerships.

How to apply

To apply, please submit your CV together with a brief covering statement outlining your relevant experience and your approach to leading a relationship-based community project to Alison Morey at alison@voluntarysupport.org.uk.

Location & Benefits

This is an office-based role in Chertsey, with regular travel to meet organisations, communities and partners across the project area. Benefits include a pension scheme with an 8% employer contribution, five working weeks' annual leave, plus pro-rated bank holidays and time off between Christmas and New Year.

Applications will be considered on a rolling basis. Please note that we can only consider applicants who presently have the right to work in the UK.