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| Job Title: | Director of Haringey Giving |
| Responsible to: | Chief Executive |
| Responsible for: | Staff and volunteers as appointed |
| Salary: | £40,000 - £43,000 per annum + 6% pension |
| Hours: | 36 Hours per week |
| Holiday: | 25 days plus bank holidays |
| Based at: | Laurels Healthy Living Centre |
| Contract: | Permanent |

Purpose of Job:

To make Haringey Giving a trusted and successful initiative for bringing new resources into Haringey. The post holder will take the lead in developing and enhancing relationships with corporate and small businesses, residents, and the public and voluntary sectors. The post holder will also be required to work with the Haringey Giving Board to establish robust strategy and systems for a sustainable local giving initiative.

In particular, you will be responsible for:

1. Establishing a robust strategy and systems to deliver a successful and a sustainable local giving initiative in Haringey.
2. Developing and strengthening relationships with corporate and small businesses, residents, and the public and voluntary sectors to create a dynamic Haringey Giving network to deliver shared priorities.
3. Developing and raising the profile of Haringey Giving and sharing learning and good practice.
4. Motivating and managing staff and volunteers as appointed.

Principal Tasks

Service delivery

1. To work closely with the Haringey Board, Haringey Business Forum and key stakeholders to develop a shared vision, mission and a robust strategy and the future direction of Haringey Giving.
2. To produce an annual plan of work that sets out the key priorities and activities for Haringey Giving and is approved by the Haringey Giving Board.
3. To explore and develop a customised and sustainable local giving delivery model for Haringey that maximises delivery of donations to good causes and outcomes achieved.

This will include organising a series of community engagement events to help identify community needs, develop evidence base and test out best approaches and practices.

4. To develop innovative and varied fundraising initiatives ensuring that residents and businesses are at the heart of fundraising initiatives. This will include donating money, talent (expertise) and time (volunteering) by individuals, and corporate and small businesses.
5. To develop and manage relationships with existing and potential public, charitable and other donors to secure financial and in-kind resources for the ongoing development and delivery of Haringey Giving initiatives.
6. To establish and maintain effective infrastructure support systems including needs assessment, and CRM and data management system to support communications, fundraising, grant application and monitoring systems.
7. To work with the Haringey Giving Grant Panel to assess grant applications and recommend projects for funding to the Haringey Giving Board.
8. To develop a successful marketing and communications strategy and action plan to raise awareness about Haringey Giving. This will include developing and disseminating key messages through diverse channels such as dedicated Haringey Giving website, social media, and business and community events.
9. To provide secretariat and administrative support for the Haringey Giving Board and the Haringey Giving Grants Panel.
10. To liaise with London Giving and other Giving initiatives as appropriate.
11. To undertake robust monitoring and evaluation of the programme and prepare progress reports to Haringey Giving Board, the Bridge Board of Trustees, relevant funders and stakeholders.

Leadership and management of people

12. To provide effective line management and support for relevant staff, contractors and volunteers to ensure performance targets are met.
13. To be effective in managing volunteers you are responsible for supervising.

Community involvement

14. To ensure effective community engagement into all the Services' activities and events.

Partnership working

15. To take opportunities to develop delivery partnerships.

Team working

16. To promote a positive team environment and work well as part of the Bridge senior management team to co-ordinate activities and resources in order to meet the Bridge's charitable purpose.

Customer care

17. To be responsible for promoting high levels of customer care within the service.

Equality

18. To understand, promote and implement the Bridge's equality policy, recognising social and cultural diversity in the delivery of services, management of facilities, contract management and staff/volunteer recruitment and management.

General

19. To comply with the statutory provisions of all Health and Safety, associated legislations and all Trust policies and procedures including commitment to ethical and environmentally sustainable practices.

20. To be able to work flexible hours to meet service needs including working some evenings and weekends.

21. To undertake appropriate training as and when required.

22. To recognise that the principal place of work is as stated in the Job Description – however, the Bridge has offices in other buildings which you may need to cover as required.

23. To recognise that the above mentioned responsibilities are neither exclusive nor exhaustive and the post holder may be required to carry out other duties commensurate with the grade of the post.

Person Specification – Director of Haringey Giving

Qualifications

| | Criteria | E | D | Assessment Method |
|----|--|---|---|-------------------|
| a. | Graduate or equivalent level | X | | AF |
| b. | Nationally recognised qualification in business development, fundraising or project management | | X | AF |
| c. | Evidence of continuous professional development. | X | | AF |

Experience

| | Criteria | E | D | Assessment |
|----|---|---|---|------------------------|
| d. | At least 2 years' experience of managing a service or programme including developing and delivering against a strategic plan and a budget within the voluntary, public or private sector. | X | | AF/Test/ Interviews |
| e. | Relevant experience of effective partnership working with a variety of statutory, voluntary and community, and private sector organisations. | X | | AF/Interviews |
| f. | Demonstrable track record of developing and delivering successful innovative income generating activities such as corporate funding and crowd funding/individual donations. | X | | AF/Interviews |
| g. | Experience of planning, organising and running public facing activities – eg. community engagement, conferences, workshops and/or other events | | X | Interviews |
| h. | Experience of preparing reports including needs assessment, monitoring and evaluation, and financial information. | | X | Interviews |
| i. | Experience of managing people including leading and motivating high performing teams of staff, volunteers and contractors. | X | | Interviews |

Skills, Knowledge and Abilities

| | Criteria | E | D | Assessment |
|----|--|---|---|---------------|
| j. | Knowledge of volunteer management including corporate social responsibility, and individual and employer supported volunteering. | | X | Interviews |
| k. | Knowledge of local giving and potential contribution to reducing poverty and inequality. | X | | Interviews |
| l. | Entrepreneurial and self-starter with excellent team working skills. | X | | AF/Interviews |

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| m. | Ability to plan, organise and prioritise work to meet tight deadlines. | X | | Interviews |
| n. | Proficient and proactive in the use of Information Communications Technology including CRM, MS Office, Websites, Social Media (Twitter and Facebook) and MS Outlook. | X | | Interviews |
| o. | Good knowledge and understanding of key legal/policy areas including: safeguarding, health and safety and equal opportunities. | X | | Interviews |
| p. | Readiness to work flexibly, recognising the need to work evenings and some weekends. | X | | Interviews |

Other requirements

| | Criteria | E | D | Assessment |
|-----------|---|----------|----------|-------------------|
| q. | Willingness to undergo enhanced CRB/DBS Disclosure. | X | | Interviews |

Note:

E = Essential

D = Desirable

AF = Application Form/CV/Supporting Statement