

Charity Development Worker Job profile v1_0

Job Description	
Job title	Charity Development Worker
Reporting line	Charity Development Lead
Job purpose	<p>This role focuses on</p> <ul style="list-style-type: none">• The development and delivery of new projects• Excellence and professionalism <p>The job purpose is to provide operational capacity to develop new projects for Caring in Bristol. The role works closely with the Charity Development Lead to drive forward the vision of the Trustees, ensuring that the Charity meets its core charitable aims. The role is initially part time until the 31st March 2016 with the possibility of extension dependent on funding and successful outcomes.</p>

Key accountabilities	<ul style="list-style-type: none"> ✓ Develop, lead and deliver new projects ✓ Carry out feasibility studies ✓ Report on the progress of new work, ensuring that project plans are followed and deadlines are met ✓ Support the work of the Caring in Bristol Research group ✓ Develop Caring in Bristol's professional Network ✓ Support the Charity's fundraising work
Knowledge/experience/skills	<ul style="list-style-type: none"> ✓ Experience of managing projects in the public or private sector ✓ Knowledge of Housing issues and Homelessness ✓ Knowledge and experience of Child Protection and Vulnerable Adult Procedures ✓ The ability to develop and operationalise new ideas and projects which meet the unmet needs of vulnerable people ✓ Some experience of research /service evaluation
Person Specification	
Qualifications	<ul style="list-style-type: none"> ✓ Level 4 qualification in a related professional sector (Youth Work, Education or Social Work, Health or Local Government) desirable, although relevant experience of direct work with homeless or vulnerable people will be considered.
Work Experience	<ul style="list-style-type: none"> ✓ Previous experience of working for a charity is desirable but not essential.
Knowledge	<ul style="list-style-type: none"> ✓ Knowledge of Housing issues and legislation relating to Homelessness ✓ Knowledge of Child and Vulnerable Adult Protection Policies and Procedures

Skills/Abilities	<ul style="list-style-type: none"> ✓ Excellent communication skills ✓ Ability to prioritise ✓ Accurate record keeping ✓ Reliable ✓ Determined ✓ Self starter
Personality/Motivation	<ul style="list-style-type: none"> ✓ The Charity Development Worker is a social entrepreneurial role and requires the self motivation and the drive to make ideas happen and turn concepts into realities
Circumstances	<ul style="list-style-type: none"> ✓ The Charity Development Worker will work flexible hours to meet the needs of the Charity, its projects and activities ✓ The Charity Development Worker may be required to be on call on a regular basis out of office hours to support the Charity's projects and activities
Competencies/Behaviours	<ul style="list-style-type: none"> ✓ The role will involve working with other agencies and other professionals in Housing, Health, Social Care, Education and other VCS organisations and representing the Charity at public meetings and events.
Conditions of employment	<ul style="list-style-type: none"> ✓ 3 days per week/21 hours per week ✓ Flexible working arrangements including home working when appropriate ✓ Salary £25,000 pro rata with pension ✓ Fixed term contract until 31st March 2016 with the possible extension dependent on funding and successful outcomes ✓ Full Driving licence and the use of a vehicle with appropriate motor insurance are desirable ✓ Enhanced Disclosure DBS required