

Development Worker

Job Description

Job Title:	Development Worker
Responsible to:	CEO
Location:	EACH Ealing, 4 th Floor, 84 Uxbridge Road, West Ealing, W13 8RA but will be required to work across all locations of the organisation.
Hours:	37.5 hours per week.

Main Purpose and Scope of the Post:

- a) To develop and deliver fundraising activities aligned to EACH's strategic priorities and service gaps
- b) Support the CEO and the senior leadership and management team in the development of funding and income generation strategies
- c) Evidence and showcase impact and value of EACH's work e.g through social media content, publications and materials

The postholder will act as a central co-ordination and support point, helping to maintain systems, track actions, prepare reports and presentations, support governance and policy functions and ensure organisational priorities are delivered effectively, including on business improvements, funding and impact.

Main Activities of the post

1. Fundraising

- Map funding needs, develop and deliver appropriate annual and service funding plans
- Build, maintain and manage a funding pipeline and performance dashboard
- Scope new opportunities for funding, evaluate and respond accordingly
- Identify and secure funding from various sources
- Co-ordinate fundraising plans and activities
- Ensure reporting to funders is timely and consistent
- Support the development and diversification of fundraising and income generation strategies and plans
- Support and integrate fundraising in EACH's wider services
- Collect, analyse, provide and utilise data and information on community needs and gaps
- Prepare and provide reports, updates and information as required

2. Bids and Development

- Undertake research and information gathering for funding purposes
- Develop, work up and write grants and bids in an accessible way to both statutory and non-statutory organisations

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- Develop fundraising initiatives to diversify and consolidate EACH's income streams
- Develop community and partnership links and engage appropriately to support EACH's income generation plans
- Develop and provide information and content on EACH's work and impact for social media channels, publicity, information and reports
- Develop, interpret and utilise the evidence and impact base to support effective fundraising
- Develop and implement efficient and appropriate fundraising processes
- Develop and maintain fundraising templates, trackers and documentation
- Liaise with HR, Finance, Data, Communications and operational teams to meet fundraising requirements, e.g. on policy, contributions to bids
- Support compliance, governance and quality assurance of fundraising
- Liaise with funders and stakeholders and respond to enquiries where required
- Assist in arranging events that promote and profile EACH's work
- Support the evaluations of EACH's work and help to draw out learning

3. Reporting and Monitoring

- Keep up to date records and information from fundraising and related activity
- Provide and present performance reports and updates to inform planning, improvements and impact
- Maintain an up-to-date fundraising reporting tracker

General Responsibilities

- Promote EACH's policies and practice regarding equal opportunities which are designed to challenge discrimination and disadvantage.
- Adhere to EACH's health & safety policy, confidentiality policy code of conduct and other policies and procedures relating to different aspects of EACH's work.
- Engage in regular supervision and the annual staff appraisal process.
- Participate in training in relation to the specific duties of the post.
- Model EACH's values and professional standards
- Any other responsibilities that may be assigned by management

This post is subject to a 6-month probationary period except where the successful candidate is currently in the employment of EACH Counselling and Support.