

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Development Officer (2 Positions)
<b>Reporting to:</b>	Regional Programme Manager
<b>Salary</b>	£32,115 per annum
<b>Hours</b>	37 hours Per Week (X2 FTE) Job Share can be considered
<b>Holidays</b>	27 Days, (Plus Bank Holidays)
<b>Perks</b>	5% Pension Contribution, Private Health.
<b>Duration</b>	12 months with a possible extension of 4 years (Subject to funding)
<b>Location</b>	X1 Based in Manchester working across Greater Manchester. (hosted by partner organisation)  X1 Based in Blackburn, working across Lancashire
<b>Outline of Post</b>	As Development Officer for The Phoenix Way, you will play a key role in supporting partnership development, project coordination, and capacity-building activities. You will contribute to the sustainability and growth of TPW's mission, helping to amplify the voices of marginalised communities and strengthen funding ecosystems.
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Identify and research potential funding opportunities aligned with TPW's mission and priorities.</li> <li>2. Support the preparation of grant applications, and proposals in collaboration with partners.</li> <li>3. Support relationship-building with national and regional TPW partners, community organisations, and funders.</li> <li>4. Coordinate and attend partnership meetings, taking minutes and following up on agreed actions.</li> <li>5. Represent the organisation and TPW at sector events, webinars, and networking forums.</li> <li>6. Assist in the coordination and delivery of TPW projects, events, and capacity-building programmes.</li> <li>7. Monitor project milestones, budgets, and deliverables, reporting progress to senior staff and partners.</li> <li>8. Support the creation and dissemination of communications materials such as newsletters, briefings, and impact stories.</li> <li>9. Maintain accurate records of project activities, grant outcomes, and stakeholder interactions.</li> <li>10. Mapping of minority led VCFSE</li> </ol>

<b>General Responsibilities</b>	<p>To comply with all Inclusive North's policies, including Health and Safety, Confidentiality Safeguarding and Equal Opportunities.</p> <p>To participate in Inclusive North's promotional and social events, in collaboration with the chief officer and other members of staff.</p> <p>To contribute to the mission of Inclusive North to ensure the continuity of the organisation.</p> <p>To perform other tasks associated with the job description as delegated by the line manager.</p> <p>To undertake hospitality duties for Inclusive North visitors.</p> <p>To maintain a clean and safe working environment.</p> <p>To undertake any training as deemed necessary for the role.</p>
<b>Flexibility Clauses:</b>	<p>The nature of this post will require flexibility to meet urgent needs as they arise, this may entail occasional weekend or evening work.</p> <p>This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service and in keeping with the general profile of the post.</p> <p><b>Note:</b>      The Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, LBN may affect any necessary change in job content, or may require the post holder to undertake other duties at any location in the organisation's service, provided that such changes are appropriate to the employee's remuneration and status.</p> <p>As a term of your contract of employment, LBN reserves the right to vary your hours of work &amp; require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. This will also include weekend working. LBN reserves the right, at its discretion, to affect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed changes.</p>

Person Specification		Essential	Desirable	Assessed by	
				Application / CV	Interview
<b>Qualifications, Experience and knowledge</b>					
Experience of delivering/managing projects in a complex and challenging environment.		X		X	
Experience of collaborative working with partners and stakeholders		X		X	X
Experience and skills in engaging with a diverse range of groups and individuals		X			X
Demonstrable experience in grant funding, partnership development, or programme coordination in the non-profit sector.		X			X
Experience working in collaborative or cross-sector partnerships with delivery partners		X			X
Understanding of issues affecting Black and racially minoritised communities in the UK, particularly regarding funding access.			X		X
Understand or experience of racial injustice, funding inequity, or marginalisation.			X		X
<b>Skills / abilities and personal attributes</b>					
Excellent communication and be able to effectively and engage with mixed audiences and build rapport with a range of individuals / organisations.		X		X	
Planning and prioritising work to timescales and meeting targets					
Self-motivated and enthusiastic					
Excellent IT skills including use of Microsoft office and CRM systems					
Excellent written and verbal communication skills.		X			X
Strong organisational skills and ability to manage multiple priorities.		X		X	X
<b>Other</b>					
Ability to work evenings and weekends			X	X	
Driving Licence			X	X	
Own Transport (insured for business use)			X	X	
Commitment to equity, inclusion, and anti-racist practices.	X				X