Communicare in Southampton

Job Description – Development Officer

Responsible for	Developing and delivering strategies to widen the scope of Communicare in Southampton's range of activities and services
Salary	£24,000 - £26,000 pro rata from 40h week
Hours of work	25 - 40 hours per week including some evening and weekend working
Location	Amplevine House, Dukes Road, with regular travel around the city and some opportunity to work from home
Main Purpose	To lead on creating new activities and developing existing work to ensure the charity's efficiency, effectiveness and long-term financial security

Principle Accountabilities:

1. Strategy Development

- Involve stakeholders in designing and delivering robust, appropriate schemes that allow the charity to continue to adjust to meet changing demands
- Liaise with statutory and other organisations to ensure that schemes are appropriate, efficient and effective
- Design and implement projects that meet the needs of the organisation, including commercial ventures
- Seek out and engage other organisations who may act as partners in delivery of projects
- Lead on over-seeing the day-to-day delivery of the new projects
- Ensure that project delivery is meeting agreed standards and deadlines

2. Legal Compliance & Good Practice

- Ensure that new projects and activities comply with legal requirements and follow good practice (eg have appropriate insurance cover, policies, procedures and risk assessments in place)
- In collaboration with the rest of the team ensure that there is consistency within the organisation with regards to legal compliance and good practice
- Undertake or arrange training for other members of staff, trustees and volunteers on compliance & practice

3. Monitoring & Evaluation

- Design and carry out collection of data relevant to the projects
- Compile statistics and reports based on data collected
- Contribute to the evaluation of the projects as required by Trustees and Funders

4. General

- Supporting other colleagues
- Performing any other tasks as reasonably directed