



Job Description

Job Title: Head of Development - Part time

Reports to: Director of Development

Directorate: Business Development

Salary: £45,000 - £55,000

Job Purpose

To lead on both internal and external organisational development, both income-related and otherwise across all areas of GamCare's business.

Key Duties and Responsibilities

- Support the Development Director and the CEO in the identification of improvements and developments across GamCare's wide range of business activities.
- Lead on scoping and developing those proposed improvements, gathering insights from across the business and from external sources to inform their implementation.
- Lead on the implementation of those improvements, securing buy-in from all relevant stakeholders and inspiring change for the better across the business.
- Seek out external opportunities for business development and growth and prioritise them with the Development Director, Head of Programmes and CEO.
- Lead on the mapping and prioritization of potential funders and projects.
- Lead on the writing of competitive tenders and bids identified as part of an income generation strategy
- Working closely with the Head of Programmes, develop projects and programmes of work, targeting and winning funding to deliver them.
- Write tenders and bid applications and deliver proposals and presentations to attract interest from funders, securing full cost recovery at all times
- Review and monitor stakeholders – including industry, policy, media, competitors and funding bodies to identify risks and opportunities for income and other developments.
- Develop external relationships with funders and other stakeholders and represent GamCare at conferences and seminars.
- Support the Development team with the generation of saleable products for identified customer groups.
- Be familiar with current research and statistics in the field of problem gambling and use this knowledge to supplement funding applications.
- Provide support and guidance to other staff engaged in income generation, business development or fundraising activities.

- Work closely with marketing and communications teams to support engagement with individual donors.
- Possibly form part of SMT

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the post, in discussion with the Development Director.

Person Specification: Knowledge, Experience and Skills

Essential

Experience:

- Experience of identifying areas for improvement and development across a range of services
- Experience of fundraising from Trusts and Foundations, public bodies and other sources
- Significant experience of competitive tender/bid writing
- Demonstrable success of income generation
- Experience of project management and establishing new projects/services
- Experience of presenting to conferences and working groups
- Experience of producing reports, presentations, and other materials for a range of audiences
- Experience of working with a varied brief across multiple teams whilst keeping a clear goal in focus

Knowledge

- Knowledge of organisational diagnostic tools, and ability to use these to refine and improve practice
- Knowledge of organisational best practice
- Knowledge of fundraising methodologies
- Knowledge of public funding structures and processes; who to target, when and how
- Understanding of project management methodology
- Knowledge of evaluation and monitoring techniques

Skills:

- Highly developed communication skills (oral and written) with the ability to tailor material to a wide range of audiences
- Ability to see opportunities for improvement, innovate, and design solutions
- Ability to analyse and interpret statistical and qualitative data
- Ability to secure buy-in from a wide range of stakeholders with competing priorities
- Excellent report writing skills
- Ability to quickly assimilate large amounts of information from a new field and translate it into its salient points in intelligible language
- Ability to drive cultural change across the business
- Advanced IT skills – MS Office (Word, Excel, Power point) and Outlook; experienced in the use of spreadsheets and databases, email, internet search engines, statistical packages (e.g. Excel).
- A versatile approach to managing a varied brief, working across teams and functions

Other:

- Must be prepared to travel throughout the UK as necessary and if required internationally.

Desirable

- Fundraising qualification
- Experience of working with gambling addiction or in addictions in general
- Experience in psychology/counselling or mental health provision