

DEVELOPMENT OFFICER

£23-25K pro rata

15 h/w, 12 month Fixed Term contract*

Based Tir Coed office, Aberystwyth, or home based

Tir Coed is seeking an accomplished Development Officer with a passion for making good things happen for disadvantaged people, communities and the natural environment. We deliver learning and wellbeing programmes to disadvantaged groups across the counties of Ceredigion, Pembrokeshire, Carmarthenshire and Powys.

The post-holder will work with the management team of 5, and report to the Development Manager, helping Tir Coed achieve our strategic plans, including increasing our financial sustainability.

Working for Tir Coed film: <https://www.youtube.com/watch?v=8QQ26FUtUwc>

If you are interested in applying for this position, please note the following process:

Application: Please send a covering letter (2 pages of A4) detailing specifically how you meet the essential, and any desirable, criteria of the person specification below, with specific examples of fund-raising successes, and a short (2 page) CV to admin@tircoed.org.uk

Closing date: 12pm (midnight), Sunday 15th November.

Interview date: Wednesday 2nd December (may be online or at a place to be confirmed.)

* **Please note:** It may be possible to join us on a freelance basis

JOB SPECIFICATION:

- Identify suitable grants, tenders and other income-generating projects and ideas to support the delivery of Tir Coed's activities and the development and resilience of our organisation
- Work with the management team to develop and deliver the income generation strategy

- Work with the delivery team, Researcher and Marketing & Communications Manager to ensure the effective evidencing and communications of outcomes
- Co-ordinate the development of applications and bids, including scheduling
- Write/complete/contribute to grant applications, expressions of interest and bids
- Write/complete/contribute to outcomes' reports
- Co-ordinate, provide research for and regularly update our database of funding opportunities, specifications, contacts, deadlines etc.
- Network and develop relationships with trust funds and other funder networks
- Manage Tir Coed's activity on the Sell2Wales portal
- Develop Tir Coed's legacy and other individual giving plans
- Report on a monthly and quarterly basis on progress against targets
- Develop appropriate fundraising templates and record systems
- Ensure that all relevant Tir Coed plans, policies and procedures are being adhered to and input into their development and review
- Complete timesheets, travel claims and other reports as required in a timely manner
- Identify barriers to the successful delivery of projects and targets and apply any necessary remedial actions
- Attend team meetings and development meetings as required

QUALIFICATIONS AND EXPERIENCE:

The following competencies are

ESSENTIAL:

- Proven track record in developing successful bids/proposals/applications (to be demonstrated in application and at interview)
- Proven ability to organise and time-manage effectively, and to meet deadlines
- Proven ability to work independently and methodically to deliver on a range of projects and activities
- Some experience of building relationships with trusts, funders and fund-raising networks

- Excellent presentation skills (to be demonstrated in application and at interview)
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint and Publisher
- The ability to produce concise and engaging progress and project reports to a variety of stakeholders on a regular basis

DESIRABLE:

- The ability to converse fluently in, and write to a high standard of, Welsh
- Proven ability to network and work with organisations in the public, private and voluntary sectors
- Proven ability to communicate with grant managers, trust fund managers and individual donors
- Experience of monitoring funded programmes
- Experience of legacy fund-raising and individual giving

OTHER:

You should hold a current driving licence and have access to a vehicle. We believe that a passion for our work, supporting people and communities and improving woodlands for environmental, social and economic purposes, will help you thrive in this role.

ADDITIONAL INFORMATION:

Salary:

The salary is £23-£25K pro rata and is paid monthly in arrears.

Hours:

This is a part-time post based on 15 hours per week (2 days). Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

Annual Leave:

The post holder will have pro rata of 20 days annual leave a year, plus bank holidays on a pro rata basis.

Probation Period:

A Probation period of 3 months will apply, ending with a meeting with the CEO/Development Manager and/or the Chairman of Trustees to ensure the post-holder is right for the post.

Location:

Location of the post will be our Aberystwyth office or home-based with regular meetings in the Aberystwyth area. Some travel within the region and occasionally further afield will be expected.

Travel and Subsistence:

Where staff are required to travel by road on official business, outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.

Benefits:

The post-holder will be joining a supportive and hard-working team, driven by the desire to make a difference to their local communities and be part of a solution to some of the toughest issues our rural communities face; climate change, biodiversity loss, nature deficit disorder, lack of economic opportunities, and ill health.

Additionally, Tir Coed offers:

- Pension scheme
- At least 2 'away days' per year visiting green spaces
- In-house and external training
- Bilingual, friendly and supportive team; dynamic and co-operative
- Opportunity to develop the role over time
- Flexible working available



- A secure, respected and experienced organisation with a 5-year strategic plan, exemplary delivery model and a clear vision and mission.

“LET’S BE PART OF THE SOLUTION TOGETHER”