

**Go North Devon Ltd**

**Title of Post:** Development Co-ordinator

**Reports to:** Manager

**Salary:** NJC Scale 27: £22,958 (pro rata)

**Annual Leave:** 28 days plus Bank Holidays (pro rata)

**Hours:** 22.5 per week. The employee will be required to work flexible hours.

**Pension:** Should you wish to join the company pension scheme you will be required to pay 5% of your earnings each year and GND will contribute 5%.

**Term of Contract:** Initially one year, this is expected to be extended subject to funding.

**Location:** The Shopmobility Centre, Barnstaple or location(s) as the employer may require

**ROLE AND RESPONSIBILITIES**

The key functions of this position are as follows:

Major Tasks

1. Development
2. Fundraising
3. Volunteer Support
4. Administrative

## **JOB ACTIVITIES**

### **Development**

- To act as the Project Lead to set up, support and develop the “Go Out & About Club”.
- To enhance the Shopmobility service by developing new services.
- To develop personalised services to support clients with mobility and transport needs.
- To research opportunities for GO North Devon Limited (and potential partners) to tender for appropriate services around transport, health and social care activities.
- To assist the Manager in the preparation of high quality, consistent, accurate, deliverable and competitively priced tenders.

### **Fundraising**

- To identify any relevant new potential income streams and present plans to capitalise on opportunities as they arise.
- To assist the Manager to fundraise through traditional methods of income generation to help the organisation to be less reliant on grant aid.
- To maximise the organisation’s potential to engage with the community by setting up and supporting a “friends of” GND

### **Volunteer Support**

- To recruit, support and train volunteers whilst acknowledging their contribution and to actively promote their development.
- Research and respond as appropriate to any training needs of volunteers or others in the development of services. Update and maintain information used for induction and training purposes and ensure the correct training schedule is completed for all volunteers.

### **Administrative**

- To act as Duty Manager in the absence of the Manager.
- To assist the Manager in the operations booking systems and effective co-ordination of all services provided by GO North Devon Limited
- To assist the Manager with administration and financial procedures required by the company.
- To deal directly with clients as appropriate.
- To maintain a system that ensures appropriate safeguards are in place to monitor vehicle records and driver qualifications.
- To monitor and maintain a complete service history of all vehicles operated by GO North Devon Ltd.
- To work with the Manager to review the business
- To assist the Manager as required in all duties associated with the day-to-day operation of the business.
- To represent the organisation at workshops and meetings.

### **General**

- Such other duties, which do not change the nature of the post, as may be determined by the GO North Devon Limited Management Committee in response to developments and need.
- Not to act in any way, or give misleading information, that brings any of the GO North Devon Ltd schemes, its users or contributors into disrepute.

## **PERSON SPECIFICATION**

### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

The person specification demonstrates the personal attributes required of an individual in order to undertake the duties required by the post and will be used in the selection process.

#### **Essential**

- An understanding of services relating to grant, health, community transport and social care funding streams with experience in a relevant management/commissioning role.
- Excellent written skills and ability to construct concise and persuasive corporate documents, tenders, fundraising bids and letters.
- Ability to verbally communicate at all levels including excellent presentation skills with the ability to stimulate financial and community support.
- Demonstrable Project management experience.
- Fundraising skill and experience with demonstrable success.
- Excellent IT skills, particularly in Word and Excel – Ability to present documents in an effective and visually appealing way.
- Efficient, effective, professional and sensitive personality.
- Excellent time management skills.
- The candidate must be able to travel where ever necessary in an effective and efficient manner.

#### **Desirable**

- An understanding of commercial issues such as tendering and pricing within health and social care and community transport-related support with direct experience of successful bid preparation
- Excellent networking skills at all levels
- Have experience/knowledge working in the voluntary/community sector
- Ability to construct multi-year operational budgets