

FareShare Sussex



Job Description - Development Manager

Reporting to: CEO
Location: Brighton, Moulsecoomb
Hours: 37.5
Salary: £27,000-£30,000



About FareShare Sussex

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. In Sussex alone we currently deliver over 50 tonnes of food a month to over 130 service providers and charities including homeless shelters, food banks, children's centres and lunch clubs. City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

Job Purpose

Under the guidance of the CEO to lead the Development Team, to ensure the development and growth of the Charity, in line with the goals, objectives and targets outlined in the strategic and operational plans. This will include developing and maintaining strategic partnerships, securing funding through earned income contracts, grants and voluntary and corporate contributions and recruiting and settling-in new Community Food Members. The Development Manager will work closely with the CEO and Operations Manager, forming the Senior Management Team, leading the work of FareShare Sussex on behalf of the Board of Directors and Trustees.

Dimensions

Budget £50k-£150k approximately

SMT is responsible for 10-15 staff, 150 volunteers

External: Community Food Members (projects receiving FareShare food), Partners, Funders, Suppliers

Direct Reports: Fundraising and Communications Team. As per Organisational Chart

FareShare is committed to equal opportunities



Principal Accountabilities

1. **Planning and Service Development.** Support and enable the Board and SMT to develop FareShare Sussex through strategic planning, which achieves the desired business and financial growth to achieve long-term sustainability.
2. **Governance and Management.** Engage and contribute to the SMT to ensure: effective leadership and management across the Organisation; advice, reports and support for the board to fulfil its legal responsibilities; and action to implement board decisions.
3. **Membership Growth.** Lead the development of the Community Food Members network so there is net growth, fuelled by retention of existing members and recruitment of new long-term members. This will include inducting CFMs and ensuring their smooth transfer to the operations team.
4. **Business Growth.** Identify, evaluate and secure appropriate new opportunities for FareShare to develop the business, with a specific emphasis on earned income opportunities, to ensure service development in line with vision and mission and the availability of funding to ensure long-term sustainability.
5. **Raising Funds and Securing Income.** Develop and implement, with the board and SMT, the funding strategy to ensure funding is secured from all available sources, including corporate, trusts, foundations and individual giving, to fund FareShare Sussex's mission and long term vision.
6. **Internal and External Relationships and Communications.** Lead, with the Communications Manager, FareShare's communication strategy to secure, build and further develop effective relationships: externally with providers, customers, members, funders, potential funders and; internally with board members, managers, employees and volunteers, to ensure the Organisation is well respected and positioned in the local community, and internally well informed, to fulfill its mission and achieve its vision.
7. **Policies and procedures.** Ensure that policies, procedures and systems and supporting work plans and rotas are developed and followed, in line with guidance from the FareShare UK and FareShare Sussex requirements. Specifically those policies and procedures relating to developing the organisation, fund raising, communications and planning, to enable effective and safe development of the service and successful development of staff and volunteers.
8. **Liaison with FareShare UK, other regional centres and external bodies.** Develop the work, share good practice, champion and publicise our work and establish, with SMT, KPIs and benchmarks to evaluate and demonstrate effectiveness in the areas covered by this post.

Scope for Impact

Significant impact internally and externally. Critical to success of the organisation

Contacts

Senior managers , Contract Managers, Key contacts in the community (MP, Councillor)

Special notes and conditions

- This JD has been prepared to meet the particular circumstances that currently apply. It includes the needs of FareShare Sussex and the requirements of FareShare UK, relevant to this post. A work plan specifying tasks and duties will be agreed and reviewed by the line manager on an annual basis.
- The post holder will work closely with and receive support from the FareShare UK and use agreed systems designed for operational development and delivery.
- In line with all other post holders the performance of the Development Manager will be reviewed annually against agreed criteria.
- FareShare Sussex is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.
- This post is part funded through Interreg 2 Seas and the National Lottery Community Fund. The principal accountabilities and work plan include delivery to reflect the requirements of the funding.

Person Specification

Item	Essential Criteria	Desirable Criteria
Physical qualities	Able to cope with the duties and responsibilities of for the post and the associated working environment	
Qualifications and or Experience	Degree or equivalent through experience Leading and developing multi-dimensional projects from an operational and strategic perspective including managing personnel (staff and volunteers) Managing and developing long term partnerships with external stakeholders in achieving strategic goals.	Qualification in fundraising

	Researching and applying for fundraising opportunities and stewardship of donors	
Skills abilities and knowledge	<p>High level communication and interpersonal skills. Ability to engage at all levels with diverse external stakeholders.</p> <p>Leadership management skills including the ability to motivate and develop people to deliver high levels of performance</p> <p>Strong presentation skills to promote FareShare to a range of audiences.</p> <p>High level organisational , administrative, numerical and IT skills</p> <p>Financial management and budgeting</p> <p>Full clean driving licence</p>	<p>Change Management</p> <p>Sales and marketing including using on line and CMS</p> <p>Working with disadvantaged adults</p> <p>Strong decision making and problem solving skills</p>
Relationships, values and behaviours	<p>A commitment to equal opportunities and inclusivity</p> <p>A commitment to the ethos and vision and mission of the organisation</p>	
Circumstances	Willing and able to work outside normal working hours occasionally as required	