

THE FOYER FEDERATION

Development Manager

FIXED TERM CONTRACT FOR SIX MONTHS

Salary band: £30,000 - £35,000 pro rata

Location: London / regional

Line manages: Network Assistant

Purpose of role

To sustain a professional membership service and manage the delivery of information, events, products and activities that sustain a dynamic Foyer network and enable it to become an active Advantaged Thinking community of practice.

Key responsibilities

1. To manage the development of a network of Foyers, Housing Associations and other organisations as a quality assured community of practice that expresses Advantaged Thinking in a youth housing context.
2. To manage a professional membership service, maximising the use of new technology and innovations, to attract and retain organisations who are eager and willing to invest in our products and services.
3. To create, promote and manage a programme of national and regional events that influence and embed Advantaged Thinking practice, including the involvement of young people.
4. To maintain relationships with Investor organisations, ensuring they receive a value for money, 'something for something' deal.
5. To manage the delivery of external communications to members (and other interested parties) of the Foyer Federation, ensuring the style is in keeping with the values of the organisation.
6. To ensure your own continuing professional development by undergoing training and other activities.
7. To apply the Foyer Federation's policies and procedures and ensure compliance with relevant obligations, including Safeguarding, Health and Safety, Data Protection and Equal Opportunities.
8. To undertake any other duties as may be reasonably required.

This job description may be amended from time to time, as the needs of the organisation require.

PERSON SPECIFICATION

Development Manager	
Experience and skills	
1.	Exceptional customer service skills, including experience of communicating with practitioners and young people.
2.	Significant experience in co-ordinating and managing regional and national events, training, and other activities.
3.	Track record in managing budgets including invoicing, relationships with contractors, delivery organisations and associates.
4.	Experience of working in a matrix structure, harnessing and contributing to resources across functional areas.
5.	Experience of developing and implementing systems and processes to manage and support delivery.
Attitudes and behaviours	
6.	Exceptional planning and organisational skills, able to work under pressure and prioritise competing tasks to meet deadlines, with flexible approach to meet the changing demands of project activity.
7.	Able to balance local, regional and national perspectives and encourage positive collaboration to support learning and the exchange of good practice within and beyond the organisation and network.
8.	A pro-active team member, who enjoys working collaboratively, drawing on, facilitating and supporting the talents of others across different functions.
9.	Clear communicator and negotiator, both orally (including telephone) and written, able to influence different audiences through meetings, presentations, reports and correspondence without the need for supervision.
10.	Applies Advantaged Thinking in practice, communicating it with others and spotting potential Advantaged Thinkers.
11.	Confident user of Microsoft Office package, information databases including CiviCRM, and social media.
Key competencies	
12.	Project management
13.	Line Management
14.	Building relationships
15.	Communicating and influencing