



**OxfordAgainstCutting**  
StopFemaleGenitalMutilation

## **Part-time Development Manager Job Description and Person Specification**

### **SUMMARY**

***Role: Part-time Development Manager (15 hours per week/approximately 2 days per week)***

***Contract period: 15 months (with the possibility of extension)***

***Location: Home-based***

***Pay: Up to £30,000 pro rata per annum***

***Reports to: CEO***

### **BACKGROUND**

Oxford Against Cutting (OAC) tackles female genital mutilation (FGM) of girls and women living in the Thames Valley. Our charity primarily focuses on education and awareness-raising to protect girls at risk and support survivors of FGM. We ensure people from FGM-affected communities and young people are at the forefront of our work. Our current main sources of funding come from local government, trusts and foundations.

We are currently expanding our team of freelance facilitators from FGM-affected communities and the Development Manager will lead on human resources for the charity. S/he will also promote our continued growth through fundraising and making applications to trusts, foundations and local government.

### **OBJECTIVES**

The Development Manager will provide human resources to line manage 5-10 freelance training facilitators. S/he will help increase our income to support our strategic vision and deliver on our charitable objectives. Our strategy and priority areas will be explained to the successful candidate.

### ***FUNDRAISING (MAIN ROLE)***

- Manage and lead the identification of, and approaches to trusts and foundations that have not previously supported our work.

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Email: [info@oxfordagainstcutting.org](mailto:info@oxfordagainstcutting.org)  
Website: [www.oxfordagainstcutting.org](http://www.oxfordagainstcutting.org)

- Assist in writing tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Build on relationships with existing trust supporters, assist with writing reports to meet deadlines and submitting further applications for funding.
- Develop appropriate and compelling cases for support, writing tailored funding applications and obtaining necessary programme and budget information.
- Maintain records and databases of all trusts/foundations.
- Effectively represent and raise awareness of the charity and its work at any funding related events.
- Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.

## HUMAN RESOURCES

- Implement recruitment processes, in line with our policies on equality and fairness, as required.
- Work together with our facilitator team on any issues related to human resources, service delivery and training.
- The successful applicant will also carry out any other duties as agreed with the CEO.

## QUALIFICATIONS

It is likely that the applicant will have a degree or relevant professional qualification.

Experience in the voluntary sector is essential and demonstrable understanding of the issues of female genital mutilation.

Experience and proven understanding of fundraising is essential, preferably within the charity sector.

Strong communication skills with the proven ability to communicate both orally and written e.g. in the form of report writing or writing of applications.

Knowledge and experience (or willingness to learn) HR processes and legal requirements.

Skills you will need to demonstrate:

- commitment to our charity's cause
- the ability to build and maintain relationships
- creativity, imagination and an entrepreneurial attitude towards fundraising
- a proactive attitude, drive and enthusiasm to carry out projects to conclusion
- the ability to influence others using excellent communication skills
- the capability to work under pressure and meet deadlines
- the ability to meet agreed targets
- good organisational and project management skills
- the ability to motivate others and work as part of a team
- resilience, particularly when faced with setbacks
- sensitivity to the needs of donors

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- a willingness to carry out a range of administrative tasks related to this post
- A demonstrable track record of personal success in raising funds within the charity sector

#### Desirable

- Any past experience of dealing with donors and the requirements of feeding back, during and at the end of a project.
- Ability to develop relationships with trusts and/or other partners including within the statutory and voluntary sector.
- Working in the field of FGM or other form of honour-based abuse in any capacity is desirable.
- Experience managing teams.

#### HOW to APPLY

Please send your CV and a covering letter explaining your interest in the issues the charity addresses and your relevant experience. Please also ensure your CV includes details of two referees. We will not contact your referees prior to interview.

We strongly encourage applications from BME individuals and people from FGM-affected communities.

Applicants called to interview will be invited to deliver a 10 minute presentation they have prepared (in any format) to demonstrate planning and communication skills, as well as knowledge of the subject.

The appointment is subject to an enhanced DBS check and references.

**Please submit your application to:**

**Kate Agha, CEO**

[kate.gha@oxfordagainstcutting.org](mailto:kate.gha@oxfordagainstcutting.org)

**by: 5pm on 3 December 2018**

Please ensure you are available for interview on: 10 December 2018