



**OXPIP**

Oxford Parent  
Infant Project

## **OXPIP Development Manager Job Description**

<b>Role Title:</b>	OXPIP Development Manager
<b>Location:</b>	Oxfordshire
<b>Base:</b>	Main OXPIP office, Kidlington, with satellite project bases across the County – some homeworking possible.
<b>Responsible to:</b>	CEO (Clinical Director)
<b>Liaison with:</b>	<p><b>Within OXPIP:</b></p> <ul style="list-style-type: none"> <li>• Operations Manager</li> <li>• OXPIP Clinical Team</li> <li>• Trustees</li> </ul> <p><b>Outside OXPIP:</b></p> <ul style="list-style-type: none"> <li>• Project partners</li> <li>• Grants Officers</li> <li>• Commissioners</li> <li>• Donors and Supporters</li> </ul>
<b>Overview of the role:</b>	<ul style="list-style-type: none"> <li>• To lead and deliver on OXPIP’s fundraising strategy.</li> <li>• To maintain and develop OXPIP’s existing funding streams including bids, contracts, reporting and stewardship.</li> <li>• To identify and secure new opportunities to diversify OXPIP’s income and support our long-term sustainability.</li> <li>• To liaise with the CEO and ensure that they are kept updated on all areas.</li> </ul> <p>This is an exciting new post which OXPIP expects will evolve over time. For the right person, we can offer considerable flexibility and autonomy to shape and design the role.</p> <p>There may be scope for review of hours, contract and salary subject to success.</p> <p><i>Note: This is currently a part-time role and so priorities will be agreed to ensure targets are achievable within the hours.</i></p>

**Conditions of employment:**

- 22.5 hours per week - hours and days of work may be negotiable
- Salary range of £30,000 to £35,000 per annum dependent on experience (full-time equivalent for a 37.5 hr/week post) on a pro rata basis.
- Annual leave 25 days per annum pro rata + statutory holidays pro rata
- Pension, employer contribution 3% from April 2019
- Statutory training is provided. Further CPD opportunities may also be available.

<b>Requirements</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
Qualified to degree level or equivalent	Desirable	Application
<b>Experience</b>		
Minimum of 2 years relevant fundraising experience.	Essential	Application/ Interview
Demonstrable experience of successfully securing awards of 5 figures and above.	Essential	Application/ Interview
Experience of writing high-level funding, case for support and impact reports.	Essential	Application/ Interview
Experience of developing budgets and financial reporting	Essential	Application/ Interview
Experience of successful partnership bid-writing and/or tender-writing	Desirable	Application/ Interview
Experience of local authority and/or health commissioning processes.	Desirable	Application/ Interview
<b>Skills, knowledge and competencies</b>		
Knowledge of good practice, guidance and legislation in relation to charitable fundraising.	Essential	Application/ Interview
Excellent ICT skills	Essential	Application/ Interview
Excellent verbal and written communication skills with excellent copy writing and proofreading ability	Essential	Application/ Interview
An organised approach and excellent time management skills	Essential	Application/ Interview
A professional, diplomatic and solution-focussed approach	Essential	Interview
Flexible, adaptable and able to use own initiative	Essential	Application/ Interview

Numerate, accurate and a high level of attention to detail	Essential	Application/ Interview
Maintain confidentiality and work with discretion and tact	Essential	Application/ Interview
Warm, friendly and empathetic approach	Essential	Interview
Knowledge of the children and families and/or parent-infant relationship services sectors.	Desirable	Application/ Interview
Other		
Full, valid driving licence	Desirable	Application
Can provide own transportation	Desirable	Application
Able to travel to satellite areas around Oxfordshire and to off-site meetings when necessary	Essential	Application
Able to work as part of a team	Essential	Application/ Interview
The capacity to attend occasional evening or weekend commitments	Essential	Application/ Interview