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**Job Description**

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| **Job title:** | **Development Manager (Northern Ireland)** |
| **Location:** | Home-based initially; although you should be within travelling distance to Newry. We will be seeking an office location (likely to be in the Newry area) where you will be based once the office is established. |
| **Duration:** | 6 months initially, with possibility of a further extension |
| **Salary:** | £30,000 per annum |
| **Hours of work:** | 35 hours Monday to Friday |
| **Reports to:** | Development Manager (England) and Community Response Lead  Deputy CEO (In-nation report) |
| **Responsible for:** | Community Response Coordinator  Community Response Assistant (pending)  Community Response Volunteers |
| **Job description last reviewed:** | September 2021 |

1. **CONTEXT AND PURPOSE OF JOB:**
   1. Hourglass Northern Ireland is the only charity in Northern Ireland, dedicated to calling time on the harm, abuse and exploitation of older people. Acting as part of a broader operation in four nations, the charity supports older people experiencing (or at risk of) harm, abuse or exploitation, and work towards safer ageing and a fairer society for all older people.
   2. The charity is seeking a Development Manager to take the lead on the charity’s operations in Northern Ireland, and deliver the Hourglass model of community-focused support to tackle and prevent the abuse of older people.

This is a dynamic new role, presenting a unique opportunity to create a responsive and person-centred support framework in Northern Ireland.

* 1. The Development Manager will play a key role in shaping Hourglass Northern Ireland’s response to meeting the needs of the vulnerable older population and their communities.

Leading a team of staff and volunteers, the postholder will develop strong partnerships with other agencies and networks, and have operational responsibility for all programmes, services and developments in Northern Ireland. The Development Manager will also be involved in scoping the pathway for Hourglass to work in the Republic of Ireland.

* 1. As part of a UK-wide team, the postholder will work closely with the Executive team, with support relating to programmes, performance, policy, communications, and fundraising. With a passion for supporting and representing older people, the Development Manager will utilise relevant skills, knowledge and experience to develop an end-to-end model of support from prevention right through to recovery.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. **Programmes**
   1. To work closely with the Development Manager (England) and Community Response Lead and the Deputy Chief Executive (in-nation) to generate impactful community-focused programmes and initiatives that meet the needs of older people and others in Northern Ireland.
   2. To take the lead on the operational aspects of programme development and delivery in Northern Ireland, incorporated within a new community response model. This will include:

* the Hourglass Helpline
* the development of a new community hub
* a new online Knowledge Bank to act as a repository of information and resources relating to the abuse of older people and safer ageing in Northern Ireland
* a network of Pop-up Advice and Support clinics to ensure safer ageing is highlighted across Northern Ireland, and that Hourglass can bring its expertise too hard to reach areas and communities
* new programmes and services as they develop.
  1. To work closely with other Hourglass Managers across the nations the charity supports to ensure a consistent and complementary approach to programme delivery and development.
  2. To ensure all programme staff and volunteers are supported in line with organisational policy and good practice, providing support and direction to help meet relevant targets and objectives.

1. **Performance**
   1. To work closely with the Service Performance Manager and DCEO to design and implement new monitoring and evaluation procedures for programmes, ensuring consistency with charity-wide processes.
   2. Producing regular monitoring and evaluation reports for both funders and Hourglass colleagues.
   3. To support the Community Response Coordinator and Community Response Assistant (recruitment pending) with effective evaluation processes throughout day-to-day operations.
2. **Partnerships**

* 1. To work with the DCEO and other in-nation staff to develop strong operational partnerships with relevant statutory and third sector organisations and others as a means of:
* creating appropriate referral pathways between Hourglass programmes and external agencies
* raising awareness of the abuse of older people and Hourglass Northern Ireland programmes and services
* identifying opportunities for partnerships, collaborations and joint initiatives
* building links with relevant influencers and potential funders/donors.
  1. To work closely with the DCEO and other relevant staff to create a partnership strategy, considering the unique Northern Ireland context as well as Hourglass’ overall vision and aims.

1. **Policy, campaigns and communications** 
   1. To work with the External Affairs team and DCEO to plan and implement effective campaigning and lobbying strategies, taking into account the unique Northern Ireland context.
   2. To influence and provide direct advice, guidance and information to social policy makers, including appropriate politicians, on the nature, extent and issues associated with the abuse of older people.
   3. To work with the Parliamentary Officer on the drafting of briefings, consultation responses and other documents, to produce robust evidence-based material for submission to government, parliamentarians, and other statutory bodies.
   4. To represent Hourglass Northern Ireland at key external meetings, ensuring the charity’s key messages are promoted where possible.
   5. To encourage an increase in Hourglass membership among stakeholders, other organisations and group; utilising this to build a lobbying and campaigning approach to effecting improvements in the support framework for older people.
   6. Working with the Communications team to ensure Hourglass Northern Ireland communications are effective, tailored and impactful. This includes our website, social media, promotional materials, newsletters and other avenues.
   7. Leading on Northern Ireland campaigns, and supporting with UK-wide campaigns, including relevant awareness days, fundraising and awareness-raising campaigns, and both local and national developments.
   8. Coordinating Northern Ireland conferences and events as a means of raising awareness of the abuse of older people, Hourglass Northern Ireland programmes and services, and influencing national policy and legislative developments.
   9. Supporting the DCEO and the Communications team with proactive and reactive media work, including building relationships with local media contacts.
2. **Fundraising and income generation**
   1. To work with Fundraising staff to identify fundraising opportunities for projects and programmes and to provide appropriate information to the fundraising team to enable the drafting of applications, and/or making applications directly.
   2. To ensure all fundraising records are recorded and updated on our fundraising database in liaison with the Fundraising staff.
   3. To draft monitoring reports for funders, ensuring relevant targets and outcomes are achieved and evidenced.
   4. In partnership with Fundraising staff work to agreed fundraising targets for regional revenue streams across corporate, community fundraising, events and individual donor acquisition.
   5. To identify other opportunities for income generation, including training, consultancy, sponsorship or other opportunities.
3. **Operational management**
   1. To provide operational management of the charity in Northern Ireland, ensuring synergy with our strategic objectives.
   2. To work with the Director of Operations to devise effective management procedures and ensure the charity is meeting relevant legal and statutory requirements, to health and safety, risk assessment, safeguarding, equalities, data protection and confidentially, etc.
   3. To manage and monitor budgets, providing reports to the Executive team when required.
   4. To coordinate and support meetings of the Advisory Committee or its successor body, and provide support to Trustees or Council members when required.
   5. To ensure all software, databases and equipment are fit for purpose, and staff and volunteers have the relevant support to use them.
   6. To ensure all staff receive regular support and supervision, providing appropriate advice and guidance in accordance with good practice and Hourglass policy.
4. **GENERAL**
   1. The Development Manager will also be expected to:

* travel throughout Northern Ireland, and occasionally other parts of Ireland and the UK, to meet the requirements of the role
* work unsocial hours on occasions and be flexible with working pattern as and when required
* deputise for other staff as required
* work with all communities across Northern Ireland
* complete any other duties which may be required, commensurate with the level of this post.

**PERSON SPECIFICATION:**

**ESSENTIAL CRITERIA**

***Candidates will be expected to demonstrate how they can deliver against these criteria.***

1. Degree level education or equivalent experience
2. Experience of supervising or supporting staff and/or volunteers, including recruitment, ongoing support and supervision.
3. Self-motivated, requiring minimal supervision
4. Understanding of abuse in either an age-related context or from another vulnerable characteristic. Cross transferable skills also considered.
5. Excellent understanding of legislative requirements and other developments relating to older people, adult protection and health and social care in Northern Ireland;
6. Ability to organise events including large meetings, seminars and smaller community-based events
7. Effective communication skills both written and oral
8. Ability to manage complex and varied workload, and manage confidential issues
9. Experience of working in partnership with other organisations and agencies

**DESIRABLE CRITERIA:**

1. Direct experience of supporting/working with older people who have been subject to or are at risk of abuse.
2. Experience of managing budgets.
3. Experience of Helpline and/or project management.
4. Access to own vehicle.