

Yorkshire Dales Millennium Trust

Job Description: Development Manager

November 2017



Position: Development Manager
Responsible to: Chief Executive
Location: YDMT Offices, Clapham, North Yorkshire
Salary: Band: Senior Management Scale: 45-60 (£34,688-£41,480)

Job Purpose:

1. To help develop future and potential work of YDMT
2. To support the Chief Executive in delivering the key elements of YDMT's work

Main Responsibilities:

1. To help develop future and potential work of YDMT by taking a lead role in:
 - a. Assisting the Board to set and implement the strategic direction of YDMT
 - b. Identifying opportunities for YDMT engagement with new and existing partners
 - c. Identifying opportunities for major new projects
 - d. Co-ordinating and assisting other relevant staff in the effective development of YDMT project and grant programmes
 - e. Where appropriate to assist directly in the effective development of YDMT project and grant programmes
2. As a member of the YDMT Management Team to support the Chief Executive by:
 - a. Providing leadership, vision and direction
 - b. Having a responsibility for management and administration of the organisation in the execution of the Board's policies
 - c. Having a responsibility for staff and volunteer development
 - d. In particular by directly line-managing staff in one or more areas of work
 - e. Ensuring the successful continuation and development of YDMT's fund-raising and income generation activities
 - f. Ensuring that the Board receives appropriate advice and information on all relevant matters and enabling it to fulfil its governance responsibilities

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- g. Ensuring that the Board regularly reviews the YDMT's Aims and Strategic Plan; ensuring it is able to monitor annual Business Plans and targets
- h. Actively promoting YDMT, both internally and externally, in a constructive and professional manner

General:

- Carry out duties with due regard to the well-being and safety of others at all times.
- All staff members are expected to volunteer to support and assist at the occasional evening and weekend event

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with the Chief Executive.