



MEDIATION BUCKINGHAMSHIRE - DEVELOPMENT OFFICER JOB DESCRIPTION

JOB TITLE:	Development Officer (2-year fixed contract Part-Time)
RESPONSIBLE TO:	Trustee Manager
MAIN JOB PURPOSE:	To ensure the financial viability of the organisation through the maintenance of current funding streams and the investigation and development of new ones.
HOURS OF WORK:	2 days per week with flexible working hours including some time working from home all by mutual agreement
SALARY:	£25,000-£29,000 pro rata and depending on experience.

KEY DUTIES AND RESPONSIBILITIES:

1. To maintain and further develop Mediation Bucks's Fundraising Programme.
2. To utilise social media platforms, and use marketing/PR activities and other appropriate initiatives to identify and develop new funding streams from statutory, charitable and commercial sectors.
3. To build effective relationships both internally, for example with the trustees, volunteers, staff and consultants and externally with funders and other stakeholders.
4. To represent the service effectively to a wide range of audiences including funders, local government, current and potential partners and agencies. In addition, to the public, through the website, news media, printed matter and selected social media platforms.
5. To ensure the accurate recording of income and expenditure and the preparation of associated reports to the board.
6. To manage the organisation's premises including the payment of utility bills, office rental etc. and to ensure the meeting of associated statutory requirements including the provision and update of insurance policies.
7. To work closely with board members to support the meeting of strategic objectives.
8. To manage the Mediator Supervision process, in liaison with the Consultant Supervisor and to source appropriate speakers for the regular Mediation Support Programme (currently 4-6 times a year).
9. To be willing to undertake training provided by Mediation Bucks, to acquire an appreciation of the mediation process and models used, to better promote the organisation.
10. To undertake ad hoc projects as assigned by the board.
11. To promote the best interests of community mediation in Buckinghamshire.
12. To ensure full compliance with Charity Commission requirements.
13. To be willing to work flexibly as attendance at occasional evening meetings is required.
14. To work as part of a team but also be able to work autonomously.
15. To ensure that a high degree of confidentiality, sensitivity and discretion is exercised at all times and that all information about clients, volunteers and the service is treated in strict confidence and in line with Mediation Bucks's Privacy policies.
16. To uphold the values of the organisation and ensure that Mediation Bucks's Health and Safety at Work Policy, Equality and Diversity and all other policies are adhered to at all times.



17. Meetings with clients and potential funders will be required from time to time throughout Buckinghamshire and adjacent areas. To achieve this, candidates should have a current driving licence and be prepared to use their own vehicle for reimbursable business mileage.

This is not intended to be an exhaustive list of duties but rather a framework for the role. There is a requirement for flexibility and the post holder must be prepared to carry out any other duty that may be reasonably required in the context of this post.