



Institute for Youth Work

**PERSON SPECIFICATION: DEVELOPMENT MANAGER**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	High level of education, preferably to degree standard (youth work), or equivalent work experience	
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>At least 3 years' experience of working with and supporting youth workers and young people in a youth work setting.</p> <p>Experience of developing ways of increasing youth worker's participation and engagement.</p> <p>Experience of partnership working with statutory and voluntary organisations.</p> <p>At least 3 years' experience of project management including managing budgets.</p> <p>Experience of leading, managing, and supervising staff.</p> <p>Experience of organising seminars and events.</p> <p>Experience of delivering to KPI's.</p> <p>Awareness and understanding of current policy and practice in relation to youth work and youth workers.</p> <p>Experience of identifying and creating</p>	<p>Demonstrable familiarity and track record of achieving business development, fundraising and income generation KPI targets, with the ability to secure major contracts.</p> <p>Experience and understanding of digital fundraising and its impact, including the use of social media, online and digital channels to drive campaigns and target new business.</p> <p>Experience of managing and implementing communication strategies ensuring organisation's key messages are promoted appropriately.</p> <p>Knowledge of fundraising and income generation principles,</p>

	<p>opportunities to ensure financial sustainability.</p> <p>Ability to develop and secure income for new and existing delivery programmes, products, and services.</p> <p>Experience of independent and collaborative grant application, bid writing funding proposals and compelling cases for support with excellent writing standards and the utmost attention to detail.</p> <p>Confident management of multiple and diverse stakeholders' relationships, including with funders.</p> <p>An ability to effectively communicate about the organisation and promote our work to a range of stakeholders in the business, voluntary, private, and public sectors.</p> <p>The ability to make, manage and develop relationships at senior levels across organisations.</p>	<p>codes of conduct and legislation.</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p>Excellent communication skills both written and verbal.</p> <p>Ability to work as an individual and to plan, manage and prioritise own workload utilising time management skills.</p> <p>Ability to manage resources and budgets effectively.</p> <p>Ability to think and plan strategically.</p>	<p>Ability to relate to and communicate with young people.</p> <p>Excellent project management skills (PRINCE2 or equivalent desirable).</p>

	<p>Confidence, adaptability, and stamina to rise to new challenges, keep to deadlines and deliver results.</p> <p>Excellent IT and social media skills.</p> <p>Experience of report writing.</p>	
<b>ATTRIBUTES</b>	<p>Willingness to take up relevant training.</p> <p>Flexible and adaptable.</p> <p>Ability to work in a fast-changing environment.</p> <p>Open and non-judgmental.</p> <p>Innovative and creative with a 'can do' approach.</p> <p>Friendly, outgoing, and confident.</p>	
<b>MOTIVATION</b>	<p>An understanding of, and empathy with, the core values of the Institute for Youth Work (IYW).</p> <p>Commitment to working with youth workers and community groups in a way, which is empowering, enabling and actively enhances equality of opportunity.</p>	
<b>SPECIAL REQUIREMENTS</b>	<p>Willingness to work flexible hours.</p> <p>Required to undertake and satisfactorily complete an enhanced DBS disclosure.</p>	Clean driving licence, Category D1