



DEVELOPMENT COORDINATOR - Job Description

Job Title	Development Coordinator
Reporting to	Trustee Board
Terms of employment	Temporary post to end April 2018 with a view to becoming permanent if funds can be generated
Salary	£28,000 per annum FTE
Supervisory responsibility	Project worker and volunteers
Hours of work	37.5 hours
Holiday allowance	28 days per annum including bank holidays on an accrual basis
Location	Windmill Hills Centre, Chester Place, Gateshead NE8 1QB
Travel	Occasional to other organisations in the North East

Organisational and Position Summary

The Comfrey Project is a small charitable incorporated organisation providing asylum seekers and refugees across Tyneside with a safe, welcoming environment which promotes personal wellbeing through a sense of place and belonging.

Our guiding principal is to provide facilities for recreation or other leisure-time occupation. The key objective is to support them to improve their conditions of life and general well-being, primarily, though not exclusively, through the provision of horticultural activities. For example, participants also engage in cooking and art/craft activities and developing into-work skills.. The emphasis with all the work we do together is to provide a safe, friendly and relaxed environment where participants are respected, listened to, understood and valued, and can practice their English language skills.

This group is vulnerable to the effects of poor housing, lack of resources, discrimination, hate crime, and poor health (both physical and mental). Supporting participants through the asylum process is also central to our work. Listening, sharing and inclusion are fundamental to everything we do. This includes sign-posting participants to other useful organisations and resources, and weekly advice sessions are provided by British Red Cross and North East Refugee Service at the Windmill Hills Centre.

Our Vision is to enable people who are refugees or seeking asylum to be included and respected as equals in society. As such we seek to involve the local community further so they also benefit from the Project.

The Comfrey Project occupies two allotments in Newcastle and in 2015 was invited by Gateshead Council to take over management of the Windmill Hills site, a disused nursery school building converted into a community centre and its surrounding land. We are in the process of finalising an asset transfer leasehold agreement of this land from the council. This site offers us great potential to grow as an organisation and we aim to become a self funding social enterprise.

From having a few participants at one allotment in Newcastle in 2002, the Project has grown to working together with over 80 participants a year. Participants are referred by GPs, health visitors and various health, community, asylum seeker and refugee organisations. We currently are running with one temporary staff member three days a week to the end of March and volunteers. The Trustee board is actively working to achieve an ambitious and aspirational fund raising plan to realise the long-term potential of the Comfrey Project.

Further details regarding the Project and its work can be found in the evaluation report *The Comfrey Project – A review of the first eight years* and in the current annual report, both of which can be viewed on the website www.thecomfreyproject.org.uk.

Position Summary

Comfrey Project is seeking a kind, dedicated, highly motivated and exceptionally organised Development Coordinator to join us at this exciting phase of our development

The Development Coordinator will be reporting to and working closely with participants and the Trustee Board, s/he will be in a position with significant opportunities across a wide range of fundraising, networking and relationship building, marketing, communications and management activities. There is an exciting opportunity to grow and shape this role going forward through consolidation of existing networks along with strategic development of new funding opportunities. It is hoped that the Development Coordinator role will become permanent.

The Development Coordinator will be joining a vibrant and thriving community at the project. S/he will be well supported by a hard working and experienced Trustee Board, both in terms of regular formal supervision sessions and opportunities for ongoing discussion.

Primary Responsibilities

The Development Coordinator will be responsible for maintaining and developing existing partnerships, whilst also identifying new organisations to work with both in the local community and further afield. S/he will take a leading role liaising with partners to develop, deliver and evaluate projects.

The Development Coordinator will also work alongside participants and the Trustee Board to ensure strategic planning of the project and funding with an aim to apply for enough funding to cover all costs of the project including this post on a permanent basis. This will include grant fund applications and bid writing and investigating and setting up social enterprise possibilities.

The Development Coordinator will identify areas to develop his/her own role in line with the strategic planning for the project as a whole.

Main duties and responsibilities

Networking

To maintain and develop working relationships with existing partner organisations which include other refugee and asylum seeking organisations both locally and nationally, other horticultural organisations both locally and nationally and other local Tyneside organisations, particularly in the wards of Bensham and Saltwell.

Growth of the Project

Develop a three year plan, together with Trustees for the future direction of the Project, including researching new activities and possibilities for social enterprise.

To plan and set budgets for the Project and to oversee efficient allocations and effective use of funds to ensure that all activities are carried out with an agreed budget.

To report on the outcomes and impact of the Project internally to trustees and externally to funders; and to be ready to share this information with our volunteer and supporter base to raise awareness of our work.

To carry out regular and robust monitoring of the Project to ensure quality delivery of outputs and activities; ensure effective evaluation of the Project.

Fund Raising

Develop and update the fundraising strategy.

Research and identify the priorities of existing and new donors and cultivate relationships with donors.

Prepare grant applications.

Ensure monitoring of grants is completed in a timely manner in line with the grant conditions.

Staff Management and Development

Planning staff requirements with trustees

Manage recruitment and selection processes

Other duties

Liaison with trustees, including preparation for trustees' meetings, and annual general meeting

Attend trustee meetings

Ensuring the Project complies with all Health and Safety regulations

Person Specification

The successful candidate will need:

A Bachelor's degree or equivalent or relevant experience in the third sector

A proven success in fundraising in the voluntary sector

Experience of voluntary sector project management

Programme development experience

A sound knowledge of asylum seeking issues/process and other cultures

Excellent communication skills; written, verbal and listening

Computer skills including the use of spreadsheets

The ability to work under pressure and demonstrate initiative

Commitment and dedication to the service provided by the Project

Ability to demonstrate strong leadership skills and to support and supervise staff in a fair and sympathetic way

The ability to both self manage workload and be a "team player"

To be self aware with the ability to ask for and receive assistance and respond to feedback.

Excellent organisational skills – to be able to prioritise, manage workload effectively and meet deadlines.

Desirable

Five years experience of fund raising in the voluntary sector

Experience of social enterprise

Experience of social media marketing

Experience of managing Health and Safety practices in the workplace

A knowledge of and interest in gardening

Experience of working with people seeking asylum and refugees

Application Process

To apply please fill in an application form a copy of which can be found and send it to trustee@thecomfreyproject.org.uk.

Non EU nationals will require current and valid permission to work in the UK.

Deadline for applications: Wed 7th February

Interview dates: Tuesday 13th February am

Start date for post: 19th February but can be negotiated

