



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack

Head of Development

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **11th December at 11.59pm** and interviews will be held on **week commencing 18th December (via zoom)**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact Jo Munns - jo.m@otrbristol.org.uk

Role Summary

Job Title	Head of Development
Salary	OTR Band D Starting salary £40,925 - £43,501 (depending on experience)
Hours	30 - 37.5 per week 0.8 - 1.0fte
Contract	Permanent
Leave	Flexible - our basic entitlement is 28 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
Pension	With The People's Pension - 3% employer contribution on qualifying earnings.
Location	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos.
Accountable to	Chief Executive
Job Purpose	<ul style="list-style-type: none">• To provide strategic leadership for fundraising, funding and income generation through entrepreneurship to support both new and existing services.• To lead on delivering OTR's strategy to secure income from grants from trusts, foundations, and other funders.• Be proactive in creating opportunities for developing new and existing partnerships and networks in conjunction with OTR staff and Trustees.• Develop and build positive relationships externally, exploring opportunities to work collaboratively and in partnership across local communities, neighbourhood organisations and the business community.• Use relationships and networks for marketing, fundraising and collaborative working purposes.• To increase the public profile of OTR Bristol, for access to services and for joint working that promotes our charitable aims and objectives and drive the Business Plan forward.

Direct Reports	<ul style="list-style-type: none"> • Fundraising Manager (Supporters) • Head of Diffusion • Impact Coordinator • Digital & Marketing Officer
Key Relationships	<ul style="list-style-type: none"> • CEO • Head of Finance • OTR Team Managers • Team Leader (Monitoring and Evaluation) • OTR staff and volunteers • External bid writers • Grant making bodies, trusts, donors, funding and commissioning partners

Role Description

Income Generation	<ul style="list-style-type: none"> • Develop and deliver on OTR's strategy to secure income from grants, trusts, foundations, and other funders, and pursue opportunities to grow and sustain income for existing and new service areas. • Secure and maintain a diverse and resilient income portfolio through the delivery of joined-up income generation strategies across commissioned services, and fundraised income through trusts and foundations and supporters. • Cultivate and maintain income-generating relationships with key stakeholders and partners to amplify the organisation's reach and impact. • Work with service managers and bid writers as necessary to produce compelling funding proposals. • Work with the Head of Finance and service managers to develop financial modelling and budgets for new bids and tenders. • Work with the CEO and Head of Finance to set annual income targets and report against these on a regular basis. • Work with the Fundraising Manager (Supporters) and the Head of Diffusion (OTR's external training delivery and consultancy service) in order to grow and secure unrestricted income.
Development	<ul style="list-style-type: none"> • Work with the CEO and Director of Services to undertake or commission research and analysis to assess and understand local Children and Young People (CYP) mental health needs and identify new opportunities - including new markets, growth areas, trends, service user needs and partnership opportunities. • Maintain a keen awareness and understanding of national and regional developments in mental health and CYP policy and service delivery. • Ensure that development work supports OTR's charitable objectives, the needs of the young people we serve, commissioning and partner organisations, and reflects local and national mental health, social care and CYP policy and developments. • Host visits from funders and attend funder meetings and events. • Ensure that the views of service users are sought regularly and CYP have the opportunity to be involved with the design and development of projects and services. • Assist in the development of other projects and services specifically supporting CYP mental health and wellbeing. • Ensure that the organisation is presented in a professional manner to its beneficiaries, members and stakeholders. • Contribute to events and activities that contribute to the visibility of, and raise resources of OTR as a whole. • Contribute to overall strategic and business objectives for OTR.

Impact & Reporting	<ul style="list-style-type: none"> • Ensure that the CEO, the Senior Leadership Team, the Board, and other key staff are updated on key themes and trends. • Work with service managers and the Impact Coordinator to ensure OTR collects evidence, data and stories that promote and demonstrate our impact. • Work with service managers to deliver a schedule of reports for OTR's funders to agreed conditions and timescales.
Marketing & Communications	<ul style="list-style-type: none"> • Oversee the development and implementation of OTR's communications & marketing strategy to raise OTR's profile among target audiences and influence attitudes, policies and practices around mental health. • Oversee external communications and marketing, ensuring it is audience appropriate, timely, and impactful. • Lead the continuous development of OTR's brand and messaging to ensure that it will enhance our efforts to secure income from funders. • Ensure the integration and development of digital communications and tools.
General	<ul style="list-style-type: none"> • Provide line management and leadership for direct reports and have oversight of their responsibilities. • To contribute to the effective running of the organisation within legal and good practice frameworks, in conjunction with colleagues. • To engage in training and development appropriate to the role • To commit to the core values of OTR, including young people's empowerment and participation • To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding. • To ensure all paper and electronic personal records are managed and stored safely at all times. • To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Demonstrable and relevant education and learning in line with the requirements outlined within the role. • Commitment to professional development, willing to undertake training necessary for the role. • Professional level verbal and written communications skills, able to tailor communication styles to different audiences. 	<ul style="list-style-type: none"> • Member of the Chartered Institute of Fundraising. • Qualification in business administration, business management, communications, marketing, digital communications or another related field.
Experience	<ul style="list-style-type: none"> • Successful track record of securing income from charitable trusts and foundations. • Evidence of securing and managing five and six figure grants. • Experience building and managing relationships with stakeholders across sectors. 	<ul style="list-style-type: none"> • Experience of working in the mental health and/or youth sectors. • Experience of working in the voluntary sector and/or social enterprises. • Experience of producing external marketing communication messages (hard and soft copy).

	<ul style="list-style-type: none"> • Proven track record of working towards and achieving income targets. • Significant experience managing people and developing teams. • Experience of developing, implementing and delivering robust data monitoring and evaluation processes. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the charitable trust and foundation fundraising environment. • Knowledge of monitoring and evaluating projects for donors. • Knowledge of public sector commissioning / procurement processes. • Demonstrable understanding of charity finances. • Strong understanding of campaigning, PR and media management. 	<ul style="list-style-type: none"> • Knowledge of young people's mental health issues. • Knowledge of the youth and mental health sectors in Bristol and the surrounding areas. • Knowledge of funders and funding opportunities in the field of young people's mental health. • Knowledge of Social Impact measurement and/or SROI
Skills & Abilities	<ul style="list-style-type: none"> • Bid and report writing skills, with an ability to translate complex information into compelling proposals and reports. • Relationship building skills, able to build effective partnership with funders and across OTR. • Communication skills to engage a variety of audiences and promote OTR. • Strategic and analytical thinker, able to draw upon themes, priorities and salient points from complex information and data. • Highly organised, able to manage and work to multiple deadlines. 	
General	<ul style="list-style-type: none"> • Independent, able to manage and prioritise own workload. • Confident, able to shoulder the responsibility for the key income channels for OTR. • Personal influence and the credibility to inspire and influence funders to support OTR's work. • Collaborative, able to work alongside colleagues from across the organisation. • Resilient; able to model good self care. • Values-led, with a personal commitment to equality, diversity, social justice and change. 	

	<ul style="list-style-type: none"> • A strong personal interest in and commitment to the mental health and wellbeing of children and young people. 	
Other	<ul style="list-style-type: none"> • Ability to travel to multiple sites across Bristol, South Glos, and North Somerset, sometimes on the same day. • Willingness to work flexibly, including occasional evenings and weekends. 	<ul style="list-style-type: none"> • A full, clean driving licence.

About us

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none"> - We believe that our offer should be inclusive of all cultures and identities - We believe that young people have unique strengths, interests and circumstances - We believe that the world around us impacts our wellbeing - We believe in placing young people at the heart of our work - We believe in innovating and evolving to improve our offer for young people - We believe that relationships are what make the difference - We believe in the power of partnerships 	<ul style="list-style-type: none"> - Collaboration - Diversity - Learning - Sharing - Participation - Self-efficacy - Self-care - Transparency - Agency - Creativity - Social Action - Pragmatism 	<ul style="list-style-type: none"> - We're accommodating - We're integrated - We're thoughtful - We're supportive - We're open - We're resourceful - We're resilient - We're communicative - We're independent - We're imaginative - We're motivated - We're adaptable