**THE ROLE**

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| **Directorate:** | Operations and Business development | **Hours per week:** | Full Time |
| **Responsible to:** | Director of Development | **Contract Type:** | Permanent |
| **Responsible for:** | 1 Direct report | **Initial Base:** | Home based in England, with preference for North East and Midlands with significant travel required. |

**YOUR PURPOSE**

To research, develop and secure projects and opportunities that deliver DMWS charitable objectives throughout England and Wales. This involves connecting with NHS organisations and other frontline services where we can deliver our wellbeing support as well as securing funding through avenues that include Trust and Foundations, Corporate Partnerships or contract opportunities. The aim being to increase DMWS footprint, increase funding and support more frontline beneficiaries.

Stakeholder management and project management will be key as you will also be responsible for overseeing selected key projects/services delivered by DMWS. This will involve managing cross sector partnerships and collaborations. Travel throughout England and Wales and some overnight stays will be required.

**YOU WILL :-**

* Be a professional and enthusiastic ambassador of DMWS, maintain excellent relationships with partners, stakeholders and the internal DMWS team
* Identify and pursue new partnership and funding opportunities to extend our charitable service delivery
* Research, draft and submit funding applications and tender responses in line with DMWS charitable aims – produce compelling and persuasive content for funding applications and bids
* Draft and submit concise and informative reports to funders and clients
* Understand the funding cycle and prioritise sustainability of services
* Work with stakeholders to manage their needs and identify ways to enhance the service offering
* Maintain partnership agreements and governance structure for partners that we work alongside as part of our programme delivery
* Attend various stakeholder group meetings; in some cases, leading those meetings while others will be providing contribution
* Present developments and updates to the leadership team, be confident to bring new and innovative ideas to the meetings for further discussion and exploration
* Provide leadership to the team you line manage, hold team meetings, 1 to 1’s and complete appraisals
* Meticulous record keeping and data/reports are produced and submitted in a timely manner, with full understanding of the need to demonstrate outcomes being achieved and return on investment in line with the service aims.
* Monitoring issues and risks across the projects and escalating where needed.

**IDEALLY YOU WILL HAVE:**

* Fundraising/Business development experience with a track record of successful implementation of new business and income generation
* Stakeholder Management experience
* Experience of sustaining services past the contract end date
* Strong leadership, communication and interpersonal skills.
* Problem- solving and decision-making abilities.
* Excellent networking and collaboration skills.
* Demonstrated success in engaging stakeholders, both internally and externally.
* Experience of reporting through various media.
* Energy and drive: a proactive self-starter who can work independently and as part of a team.
* Excellent written and verbal communication skills.
* Ability to deliver interesting and impactful presentations.
* Proven IT skills (including: Excel, PowerPoint, Word, Outlook)
* Familiarity with safeguarding protocols and relevant legislation.
* Ability to keep accurate records and a good understanding of the importance of data
* A current Driving Licence and access to a vehicle.
* A willingness to travel.
* A strong commitment to work in accordance with and promote our values which are: -
  + **Commitment** - We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.
  + **Integrity** - We act with integrity, consistency, and honesty in all that we do.
  + **People** - We support each other. We trust, encourage, and develop our staff, because we know that it is our people who make us what we are.
  + **Working Togethe**r - We work collaboratively together and with others to provide the best possible service to the people we support.