JOB DESCRIPTION

Job Title: Director, Strategy and Development

Scale / Salary: £42,500 - £50,000

Responsible to: Chief Executive

Responsible for: Direct reports: Team Leader Fundraising, Policy Communications Manager, Websites Manager, International Projects Officer. Indirect reports: Development Manager, External Relations Officer.

Pension: 5% employer’s pension contribution

Annual Leave: 28 days per annum plus bank holidays

Location: Central London

Hours of work: 37.5 hours per week
Normal office hours are 9.00am to 5.30pm but this role will involve some agreed out of hour’s activity (occasionally at weekends) and working away from the office and home.

MAIN PURPOSE OF THE JOB

The Director of Strategy and Development leads the work of the Development team, and the policy and communications staff, and is responsible for shaping the development of the Citizenship Foundation’s incipient strategy for international work. From April 2010 the Director of Strategy and Development is also responsible for setting the timetable and process for review of the strategic plan which will run from 2010 – 2013.

The Director of Strategy and Development is a member of the Senior Leadership Team of the Citizenship Foundation, alongside the Director of Programmes and Innovation and the Director of Finance and Resources, all of whom also report into the Chief Executive.

MAIN DUTIES & KEY RESPONSIBILITIES

1. To play a role on the senior leadership team
   • Play a full and collegiate role in the leadership and management of the organisation
   • Develop and deliver strategic objectives and plans
   • Responsible for the preparation of the budget for your area of responsibility
   • Manage and control expenditure within the agreed budget for your area
   • Responsible for risk assessment and mitigation in your area
Understand and are informed by the financial position of the organisation and how this impacts on decision making
Understand the operational implications of different courses of action
Communicate strategies, policies and procedures agreed by SLT effectively to staff
Contribute to the selection, recruitment, induction and review processes across the organisation
Line manage an agreed range of colleagues, notably middle managers in your area
Take responsibility for one or more of the Foundation’s cross-organisational working groups
Work with and report to trustees on work in your area
Deputise for the Chief Executive and other SLT members as appropriate and agreed

2. Development
• Leading the process to recommend the appropriate income strategy for the Citizenship Foundation to the CEO, with lead support from the Team Leader: Fundraising on voluntary sources of income.
• Identification of major new business opportunities for the Foundation and management of processes to respond, leading on bid development or major funding relationships where appropriate.
• Line management of the Team Leader: Fundraising, and work with him/her to develop, monitor and evaluate a set of fundraising objectives (to run from April 2010 – 2013) - that advance the Foundation’s strategic aims.
• Support the Team Leader: Fundraising in prioritising voluntary income streams for analysis, and contributing to this analysis where appropriate.
• Taking the lead on statutory funding relationships in coordination with the CEO.
• Investigate the feasibility of consultancy and service contract funding as an income stream for the Foundation
• Identifying skills to be built to increase organisation-wide fundraising and project development capacity and design and deliver a training programme to support this.
• Monitor and carry out risk assessment on the three year income strategy and the annual new business development plan.
• To champion our relationship with the Law Society of England and Wales

3. Strategic development
• Manage the delivery of documents relating to the strategic plan.
• Set timetable and process for review of the strategic plan, and advise on redevelopment in the run up to the next strategic period (commencing April 2013).

4. Communications
• To work with the Director of Programmes and Innovation and with staff in the External Relations team (with appropriate support from the CEO and trustees) to make and implement recommendations on the appropriate structure for managing communications work within the Foundation:
• Devise and implement an appropriate programme of capacity building in media relations work.
• To champion and implement the Foundation’s communication guidelines
• To ensure that legal aspects of our communications work are understood within the organisation (e.g. accessibility of web communications and data protection).

5. Policy Communications
• To line manage the Policy Communications Manager and work with him/her to develop, monitor and evaluate a set of policy dialogue and public affairs objectives that advance the Foundation’s strategic aims.
• To take lead writing responsibility for particular policy and position papers (for example on Public Legal Education or other key issues for the Foundation
• To champion and support the Foundation’s policy communications strategy internally and externally.
• To contribute to the delivery of the policy communications strategy through attendance at assigned meetings or holding assigned relationships (to be decided in consultation with the CEO and the policy communications manager.)

6. Web communications
• To line manage the web manager and work with him/her to develop, monitor and evaluate a set of web communication objectives that advance the Foundation’s strategic aims.
• To support the web manager in the development of a new website that fulfils the communication aims of the Foundation.
• To ensure that programme web communications are coordinated with corporate web communications.

7. Development of strategy for international work
• To line manage the international projects officer (IPO)
• To chair meetings of the steering group on international work
• To work with the IPO to implement, monitor and review the development strategy for international work
• To support the IPO on the development of fundraising partnerships and major proposal development
• To support the IPO in selecting appropriate international networks and profile-raising opportunities

ORGANISATION WIDE
- Attendance on one or more thematic working groups
- Contributing to organization wide initiatives, such as occasional support to project events.
### Person Specification

**Job Title:** Director, Strategy and Development

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<tr>
<th>Post Requirements</th>
<th>Criteria: Essential (E) Desirable (D)</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Education Training and Experience relevant to post</td>
<td>E</td>
<td>Graduate calibre</td>
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<td></td>
<td>E</td>
<td>Significant track record of business development or fundraising, or alternatively of managing a grant making programme</td>
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<td>Astute understanding of policy environment and experience of forming policy-oriented relationships</td>
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<td>High level understanding of strategic communications</td>
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<td>Skills Abilities Knowledge</td>
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<td>Excellent standard of oral and written English</td>
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<td>Demonstrable capability for strategic thinking</td>
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<td>Commitment to working in the not for profit sector</td>
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<td>Excellent organisational skills</td>
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<td>Understanding of the principles of citizenship and participation</td>
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<td>Understanding of issues around Citizenship in international contexts</td>
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<td>Understanding of the policy environment and major institutions in the education and children and young people sector or in democracy and participation OR demonstrable ability to gain such an understanding rapidly</td>
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<td>Administratively self-maintaining</td>
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<td>Good persuasive writing skills and an ability to think conceptually</td>
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<td>E/D</td>
<td>Experience of team management essential, experience of senior management desirable</td>
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