



**Stroud
& Cotswold
Districts**

Development Manager

Job pack

REPORTING TO:	Chief Executive Officer
PLACE OF WORK:	Stroud and Cirencester offices, with travel to outreach and service delivery locations, and partner locations
SALARY:	Band 3B on the CA-SCD scale (full time starting salary £32,169 adjusted PRO RATA for contractual hours)
HOURS OF WORK:	22.5 hours per week (potential opportunity for full time, i.e. 37 hours per week considered for right candidate)
CONTRACT:	Permanent
PENSION:	Employees are eligible to benefit from the employer's designated pension scheme. Details will be provided on appointment
PROBATION:	The probationary period for this role is 6 months. CA-SCD reserves the right to extend probationary periods for such time as it considers appropriate
CLOSING DATE:	16th March 2026 (Interviews will be held on 23rd / 25th March) We reserve the right to close this vacancy early if we receive sufficient applications for the role. If you are interested in applying, we encourage you to submit your application as early as possible.



The role

In collaboration and consultation with the CEO, as a member of the Senior Leadership Team, and nominated trustees, to develop, evaluate and document new business and funding development opportunities which are in support of CASCD's business strategy and business plan.



Role profile

Main Duties

- To evaluate funding proposals to ensure that expected business benefit justifies any necessary costs of implementation. To develop change plans which ensure a smooth, risk-managed approach to accepting new sources of funding, including project funding.
- Produce business proposals for CEO and Trustee Board approval and manage the execution of any necessary agreed changes that arise from authorised business proposals.
- Develop and strengthen relationships nominated by the CEO with prospective and existing partners, other local Citizens Advice offices, and funders.

Planning & Development

- In consultation with Trustees, CEO, Senior Leadership Team and others as necessary, contribute to the development of the annual CASCD Business Plan.
- Develop, evaluate and document new development plans and funding opportunities which are in support of the business strategy and business plan.
- To develop and manage necessary change management plans which enable CASCD to fulfil any necessary commitments arising from agreed funding sources.

Income Generation

- In consultation with the CEO and Board Fundraising Sub Group, research, identify and develop short and long term fundraising opportunities that match CASCD's aims and activities. These should include statutory funding, corporate sponsorship, long-term grant opportunities, private and trust funding, legacy giving.
- Preparation and execution of high quality funding bids and support negotiations relating to these.
- Ensure that CASCD delivery targets that arise from new funding are clear and realisable.
- To work with CEO, others within CASCD, and with external delivery and funding partners, to ensure CASCD preparedness and ability to deliver new services.

Partnership development

- Document and monitor the aspirations of actual and potential partners including the development and preparation of proposals to demonstrate how CASCD advice services are able to support the achievement of their goals.
- In collaboration with CEO, collate performance data and produce regular reports and updates to all partners.

Relationships

- Form strong working relationships with the CEO and Senior Leadership Team, ensuring the sharing of skills, knowledge, market intelligence and best practice.
- Maintain a relationship with nominated Trustees as required.

Personal Development and Training

- Identify your own development needs and, in agreement with CEO, pursue suitable development opportunities.
- Maintain knowledge of relevant legislation that may require CASCD service developments or new services.

- Attend staff meetings and internal / external forums and meetings as required.
- Attend trustee board meetings as required.

Compliance & Risk

- Ensure adherence to regulatory frameworks (FCA, GDPR).
- Maintain data-sharing agreements and oversee safe practice in all delivery settings.



Person specification

Essential

- Good project management skills (including planning, budgeting, monitoring and evaluation).
- Demonstrable track record in identifying funding opportunities and experience in preparing successful funding bids.
- Experience of networking and building successful relationships and influencing and collaborating with a wide range of people and organisations.
- An ability to produce and deliver high quality presentations and persuasive business proposals.
- Understanding of the voluntary sector.
- Demonstrable experience of working towards and meeting challenging performance targets.
- Financially articulate.
- Excellent interpersonal verbal and written communication skills.
- Organised with an ability to prioritise multiple tasks and ability to work on own initiative.
- IT literate including good working knowledge of Microsoft Office.
- Ability to commit to and work within the aims, principles and policies of Citizens Advice service.
- Have a valid driving license and access to personal transport or equivalent to ensure coverage of the immediate and wider area.

Desirable

- Able to undertake role with flexibility including occasional evening work as required e.g. Board meetings.

In accordance with Citizens Advice national policy we will may the successful candidate to be screened by the DBS. However, a criminal record will not necessarily be a bar to your being able to take up the job.