



Partnerships Manager **Central Team**

37.5 hrs per week

Salary: £28,528 – £29,796 per annum

Orchard Vale Trust is a Registered Charity founded over 30 years ago to support adults with learning disabilities; we currently provide Residential, Day and Community Services. This is an exciting opportunity for a self-motivated and well organised individual to join the central team at Orchard Vale Trust.

The successful candidate will be someone who has the capacity to contribute to the ongoing development of Orchard Vale Trust and support the delivery of Orchard Vale Trust's strategy.

You will need to have experience of fundraising and the ability to identify opportunities which will provide funding for the delivery of key projects across the Trust.

Project management is a key aspect of the role and you will have the chance to see through the projects for which you gain funding; this will vary from supporting the delivery of specific projects to being responsible for your own.

Orchard Vale Trust already has two exciting projects underway which will be directly managed by the Partnerships Manager. The first is The Hive, our community and day

Orchard Vale Trust

Supporting Adults with Learning Disabilities to Live Life to the Full



service which supports adults with learning disabilities with both online and in-person activities.

The second is Stile Gardening - a National Lottery funded project which provides a path to employment for adults with learning disabilities through a professional gardening service.

It is our vision that adults with learning disabilities are valued as leaders and peers and are supported to achieve whatever they wish to achieve. The role of the Partnership Manager is critical in building the individual, community and business relationships which place this vision at the fore and will support the development of Orchard Vale Trust.

To apply:

Please send your CV, a letter of application stating the reasons why you feel you would be suitable for the position, and a review of our website which is no longer than 300 words to Elaine Teare - Operations Officer.

Email: Elainna.Teare@orchardvaletrust.org.uk

Closing Date: 19th April 2021

Informal Interview Date: 27th April 2021

Formal Interview Date: 30th April 2021

Interview location: Held virtually via Microsoft Teams / Zoom

Please find below a full job description and person specification for this position.

Patron: Dame Judi Dench
Registered Charity Number: 326940



Job Description

Post:	Partnerships Manager
Service:	Central team
Location:	Based at our site in Westbury-Sub-Mendip. Current COVID-19 safe working practices will involve a combination of on-site and home working.
Pay scale:	£28,528 – £29,796 per annum
Hours per week:	37.5 hours per week. 9:30am – 5:00pm (flexible working considered)
Responsible to:	Chief Executive Officer

Overall Purpose and Objectives

The Partnerships Manager will work with the CEO in developing a high quality fundraising strategy and raising funds against agreed targets that support the work of Orchard Vale Trust. They will use this to manage projects - from application of funding to delivery, including on-going evaluation and reporting.

The Partnerships Manager will also develop and sustain external partnerships which support the work of Orchard Vale Trust. They will manage Orchard Vale Trust's Community and Day Services; providing leadership, management and support to the staff team in order to deliver high quality and safe sessions that meet the needs of service users and support them to achieve identified goals.

They will work as a member of the senior management team to ensure service users are supported in accordance with the ethos, policies and practices of Orchard Vale Trust and with current best practice as set out by Care Quality Commissions (CQC) regulations, the Charity Commission and other relevant legislation and guidance.

Patron: Dame Judi Dench
Registered Charity Number: 326940



Main Duties, Responsibilities and Accountabilities

Management

1. To develop and implement a fundraising strategy for the Trust
2. To develop and sustain partnerships working with a range of external stakeholders
3. To work with the CEO in the delivery of the Trust's communication strategy
4. To line manage the Communications Officer
5. To manage Community and Day Services
6. To work with the CEO in the management and delivery of the Trust's Social Enterprise
7. To ensure fundraising and Community and Day Services activities are safe and compliant with regulations and Orchard Vale Trust's Policies

Service Development

1. To lead and develop the fundraising work of Orchard Vale Trust
2. To create and deliver a partnership strategy in conjunction with the CEO
3. To cultivate and develop relationships among community and corporate partners
4. To generate income from a variety of sources, such as community events, Orchard Vale Trust events and corporate supporters
5. To manage the delivery of externally funded projects
6. To support effective communication through social media, website, local print media, local media, national media and newsletters
7. To maintain confidentiality and professional boundaries when dealing with sensitive information pertaining to clients, staff and volunteers which is compliant with Data Protection and GDPR legislation
8. To identify funding streams, other than direct fundraising activities, like grants and national lottery funding
9. To maintain records on prospects, key contacts, donors, applications and results
10. To provide regular reports on status of services and fundraising
11. To monitor and evaluate all services and provision to ensure the effectiveness of the services offered against agreed outcomes, changing service delivery to meet changing circumstances
12. To be flexible and responsive to changing demands and circumstances without losing sight of the key purpose of Orchard Vale Trust



Service Delivery

1. To organise and run Orchard Vale Trust fundraising events
2. To proactively engage and support the community and create volunteer fundraising groups to increase income
3. To write, monitor and evaluate bids for funding
4. To ensure all external reporting requirements are met
5. To ensure that information given in confidence by service users and/or their representatives is handled and stored in accordance with the Trust's written policies and procedures and the Data Protection Act 2018.

Project Management

1. To manage the staff team in Community and Day Services, including those delivering off site support and sessions as well as on line sessions on behalf of Orchard Vale Trust
2. To identify recruitment needs and to develop plans to ensure the service is appropriately resourced.
3. To ensure staff have clearly defined job descriptions and that they understand their own and each other's roles and responsibilities.
4. To ensure staff are appropriately trained for their roles and responsibilities and that all staff within the team have access to appropriate training and learning opportunities.
5. To be routinely involved in a range of human resources duties
6. To establish and maintain effective two way communication to ensure the whole staff team are aware of and can contribute to operational and strategic developments, e.g. team meetings, staff bulletin
7. To ensure staff are familiar with and work in line with Orchard Vale Trust's policies and procedures
8. To offer guidance, support and advice to staff at all levels.

Policy

1. In consultation with the policies and procedures group, to develop policies as required for the service and to update these as required
2. To ensure compliance with all OVT policies
3. To ensure there is a set of policies and procedures relevant to fundraising, partnership working and Community and Day Services



Orchard Vale Trust

Supporting Adults with Learning Disabilities to Live Life to the Full

General

1. To take overall responsibility for fundraising in Orchard Vale Trust
2. To develop an understanding of and engage with existing community support provision for adults with learning disabilities through consultation with a wide range of adults with learning disabilities, families, carers, current users of Orchard Vale Trust day care services and community groups to identify the views and needs around day care and wider community support
3. Overall responsibility for the safe delivery of all offsite and on-line sessions and support and projects offered by Orchard Vale Trust
4. Completing risk assessments for activities, venues and individuals as and when required
5. Ensure that the service provides a safe, clean, well-maintained, and suitably resourced environment where service users can build on existing skills and develop new ones
6. Provide a comprehensive and varied program of planned activities that offer opportunities for work, education and recreational activities
7. Ensure the delivery of person centered support that promotes independence, choice and dignity to enable service users to achieve their goals as independently as possible.
8. Ensure transport requirements are managed when relevant.
9. To ensure that each service user is treated with respect and that they are afforded privacy and dignity
10. To ensure that any premises used by Orchard Vale Trust provide a safe, clean, well-maintained working environment for its users' comfort
11. To contribute as a senior staff member to the overall work of OVT by engaging with meetings and development activities as appropriate

Individual Performance Reviews

1. To participate in a 12 month appraisal to clarify the purpose of the job, revise and review personal development plan
2. To undertake any training needs identified, either at work or with other agencies
3. To undertake any refresher courses necessary to maintain competence

Patron: Dame Judi Dench
Registered Charity Number: 326940



Orchard Vale Trust

Supporting Adults with Learning Disabilities to Live Life to the Full

Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications/ Experience	<ul style="list-style-type: none"> • A track record of successful fundraising in an organisation. • An established understanding of supporter acquisition and growth. • Experience of developing existing and new opportunities. • Experience in working with communications and media teams as required. • Experience of project management. • Experience of working to tight deadlines and prioritisation. • Experience maintaining GDPR compliance. 	<ul style="list-style-type: none"> • Three years experience of trust and corporate fundraising. • Experience working with groups and individuals with additional needs. • Experience working/volunteering in the charitable sector.
Abilities and Aptitudes	<ul style="list-style-type: none"> • Knowledge of the Charities Act 2016 and the Code of Fundraising Practice 2019 as well as the work of the Charity Commission. • Ability to demonstrate past achievement of meeting targets. • Ability to develop, set, manage and monitor budgets effectively. • Excellent oral presentation skills with an ability to create, edit and develop engaging content. • Able to represent the charity as an ambassador in all environments (including media and face to face). • Well-developed skills in using main Microsoft Office package, Adobe packages, Canva, Word Press or equivalent. • Ability to work with the teams to inspire, engage and deliver agreed results. • Strong verbal and written communication. 	<ul style="list-style-type: none"> • Member of the Chartered Institute of Fundraising. • The proven ability to positively manage and develop further, individual managers.

Patron: Dame Judi Dench
Registered Charity Number: 326940



Orchard Vale Trust

Supporting Adults with Learning Disabilities to Live Life to the Full

<p>Personal Attributes & Qualities</p>	<ul style="list-style-type: none">• Commitment to the principles and practice of support for people with learning disabilities.• Open, inclusive style of interaction with people with learning disabilities.• Confident approach to dealing with management issues.• Good leadership skills.• Supportive.• Self-motivated.• To have the ability to work autonomously and creatively.• A willingness to undertake training.	<ul style="list-style-type: none">• A willingness to volunteer and support others.
--	--	--

Patron: Dame Judi Dench
Registered Charity Number: 326940