

The Active Wellbeing Society (TAWS)

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| Job Title: | Project Development Officer |
| Salary: | £25,000 - £30,000 |
| Responsible to: | Fundraising and Strategy Manager |
| Location: | Custard Factory |
| Hours of Work: | 36.5 hours per week. Flexible working will be required |

Overview

The Active Wellbeing Society (TAWS) is a community benefit society and cooperative working to develop healthy, happy communities living active and connected lives.

Our vision is for a society where people have the autonomy, capacity, resources and skills to become the architects of their own destiny; where our individual wellbeing is recognised as being bound up in our collective responsibility to and dependency on each other; and where all of us feel empowered as agents of social change to make a difference – whether at an individual level or more widely.

By working collaboratively with communities we aim to bring about sustainable change on a social, environmental and economic level; to do the social knitting required to create stronger and more resilient communities and to support communities to identify, mitigate and remove the barriers that prevent them from living active and connected lives.

As Project Development Officer your role will be to help develop and sustain new and exciting projects that promote community wellbeing and tackle inequality. Working as part of the funding team you will be responsible for identifying and researching new opportunities, building strategic partnerships and writing funding applications

Main responsibilities of the role

1. Work with colleagues to scope, develop and sustain projects in line with our strategic aims and objectives
2. Research and identify suitable opportunities for development, including managing a funding pipeline
3. Produce high quality funding bids including writing and editing copy, collating case studies and other response material as appropriate
4. Ensure that deadlines are met and that submissions are managed in a timely way
5. Work as part of the funding team to regularly review and continuously improve processes around fundraising in the organisation
6. Develop strong working relationships with key stakeholders (internal and external)
7. Keep abreast of new and emergent thinking across wellbeing, community development and tackling inequalities
8. Supporting our staff and communities to develop skills in fundraising
9. Carry out all duties as may be reasonable assigned from time to time and with the level of this job description
10. Work to embed the organisational culture required to implement the mission, aim and values of the society

Experience and Knowledge

1. Track record of working autonomously and collaboratively in a dynamic, fast paced and challenging environment
2. Experience of carrying out research-based tasks
3. Strong written and communication skills, ability to write, review and edit copy to a high standard
4. Skilled at summarising complex ideas in writing
5. Evidence of being creative and entrepreneurial in approach
6. A good understanding of the political and social landscape of Birmingham
7. Ability to plan, prioritise, achieve targets and deliver to deadlines

8. Experience of strong partnership working, interpersonal and negotiation skills
9. Highly proficient in use of Microsoft Word and Excel
10. Passionate about tackling inequality and community wellbeing.

Performance Management

If appointed you will agree in consultation with your line manager, a Performance Development Plan, which will include a range of performance criteria with hard and soft outcomes, which your success will be measured against. Hard outcomes will be concerned with the achievement of tangible outputs which fulfil the company's strategic and business aims. Soft outcomes will emphasize your personal development, direction, commitment, trust and self-regulated behaviour which is at the centre of your approach to people and partners.