



The Green Hub Project for Teens

Job Description

Post title: Development Director

Reports to: Management board and Trustees

Hours: 21 hours per week

Salary: £50,000 pa pro rata (based on a 35 hour week)

Location: Green Hub central offices (Witley, Surrey) and home working

Role overview:

- To act as a figurehead for Green Hub, representing the charity in all key areas
- To lead on four key areas of development:
 - Developing and delivering fundraising to meet financial targets
 - Developing and driving the strategic development of Green Hub, including financial planning and marketing
 - Developing new strategic opportunities and alliances, in line with the Green Hub strategic plan
 - Leading and developing the Green Hub staff team across all operational areas

Candidate profile & core competencies:

The candidate ideally ...

- Is highly organised and capable of delivering on all key development areas; setting and achieving their own challenging objectives
- Is able to work in a collaborative manner, working with the trustees, management board, staff team, volunteers, referrers and other key stakeholders
- Is a motivating, empathetic and inspiring manager
- Has a strong systems and technical capability, capable of working with and evolving Green Hub's considerable range of online systems and digital presence
- Has a track record in charitable fundraising, and hence able to deliver on financial targets
- Should have a flexible approach to meet the ongoing and changing needs of the charity as it develops.
- Has previous experience in a similar wide-ranging role.
- Can demonstrate a good understanding of the Green Hub and its purpose, and able to work within the charity's ethos and values.
- Acts at all times with integrity and confidentiality.





Reporting:

- **Line management:** Chair of Trustees; Reporting to Board of Trustees & Management Board
- **Direct report:** Garden Manager, Referral Relationships & Support Manager, Teen & Parent Hub Manager
- **Other support from:** Volunteer teams and employed team

Core responsibilities:

- **To act as a figurehead for Green Hub, representing the charity in all key areas**
 - Includes developing Green Hubs press and PR profile, meetings with local government officials, key players in supporting organisations, and the whole Green Hub team
- **Developing and delivering fundraising to meet financial targets**
 - Seeks out fundraising opportunities, manages deadlines
 - Delivers compelling written briefs, working alongside key contributors from the Management Board
 - Developing a pipeline of opportunities for up to three years into the future
 - Works closely with the volunteer Community Fundraising team
- **Developing and driving the strategic development of Green Hub, including financial planning and marketing**
 - Develops the strategic plan, alongside the Trustees and Management Board
 - Annual budget planning, alongside the Green Hub Finance Manager and Management Board
 - Managing the Green Hub marketing & communications strategy and delivery
- **Developing new strategic opportunities and alliances, in line with the GH strategic plan**
 - Seeks out / responds to strategic alliances that fit the Green Hub strategic direction
 - Development meetings with key players representing strategic alliances, often resulting in devising and overseeing detailed delivery plans (alongside Management Board)
- **Leading and developing the Green Hub staff team across all operational areas**
 - Has a good understanding of all Green Hub operational areas and systems
 - Supports Referrer Relationships & Support Manager, responsible for much of the central operational delivery
 - Supports Teen & Parent Hub Manager, assisting their efforts to deliver to key parent and teen stakeholders
 - Supports Garden Manager, assisting their efforts to deliver effective programmes in all host gardens

This is not an exhaustive list and is intended only to demonstrate the scope of the role.

The information contained in this document is offered as a guide and does not in any way constitute any terms and conditions of employment. It may be reviewed and updated from time to time as required by the Green Hub to meet operational, legal and best practice needs.





The job package – in summary:

- **Hours:**
 - The number of fixed hours per week is 21 hours
 - Some out of hours flexibility may be required, such as attendance at events etc.
- **Employment basis:**
 - This is a permanent position.
 - With a probationary period of 3 months.
- **Salary:**
 - The pro-rated salary, based on 21 hours, is therefore £30,000 pa.
 - For the avoidance of doubt, remuneration is based on a full-time salary of £50,000 for 35 hours.
 - Statutory pension is included and can be opted out if preferred.
- **Holidays:**
 - Paid holiday is offered at the statutory level (28 days including Bank Holidays) and will be pro-rated, depending on hours agreed.
- **Location:**
 - A combination of home and office working (to meet the needs of the role)
 - From time to time at other Green Hub locations, as required to fulfil the duties of the role.
- **Expenses:**
 - Reasonable expenses will be reimbursed.
 - The jobholder will be required to follow the Green Hub expenses process.
- **Training:**
 - Appropriate training (on the job, online and external) will be made available as needed.

