

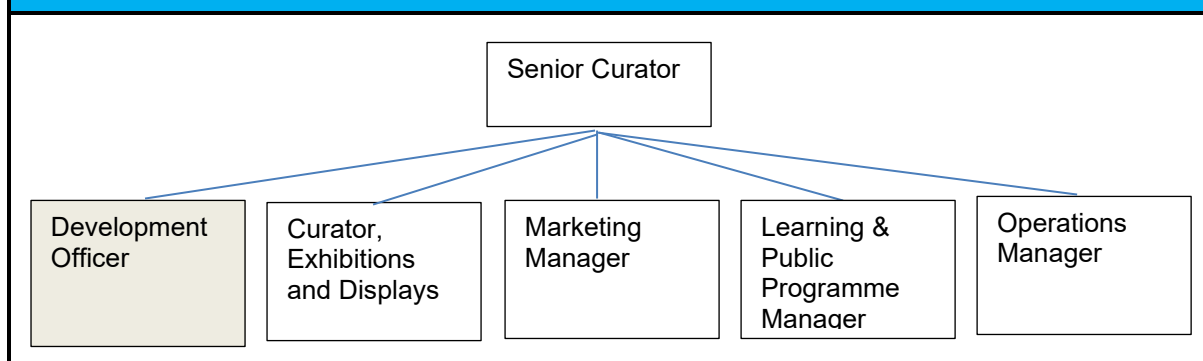
JOB DESCRIPTION

Job Title	Development Officer
Directorate	Environment and Communities
Division	Cleaner Greener and Cultural Services
Service	Museums (Culture Service)
Grade	F

DBS Check Required	Standard
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Senior Curator, Museums
Employees directly supervised (if applicable):	N/A

Family Tree (job titles only, no employee names)



1. JOB PURPOSE:

To maximise external financial support for the museums through private donations, trusts and foundations and commercial sponsorship and to grow the Friends of the museums as a key support to the ongoing development of the museums.

2. DESCRIPTION OF DUTIES:

- 1 Work closely with the Friends of Leighton House (as a registered charity) to coordinate and rationalise fundraising activity.

Trusts and Foundations

- 2 Identify and research trusts and foundations whose purposes are relevant to the museums and their activities.
- 3 Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- 4 Manage the requirements of grant-giving organisations for example providing evaluation reports and completing drawdown documentation.

Private Donations

- 5 Manage relationships with all existing donors, encouraging their continued involvement and support.
6. Research and develop relationships with potential donors, creating opportunities for engagement and involvement and approaches for support.
7. Manage the museums' database of supporters and donors, ensuring this is maintained and developed.
8. Propose and deliver public fundraising appeals and campaigns in respect of objectives.

Commercial Sponsorship

9. Identify and approach corporate prospects in respect of particular projects (e.g. exhibitions, learning programmes).
10. Devise sponsorship proposals and be responsible for managing the relationship with any sponsor to ensure positive outcomes.

The Friends of Leighton House

11. Work closely with the Trustees of the Friends to grow profile and membership and maximise support for the museums and their activities.

12. Ensure administrative systems are in place for managing the existing membership and processing fees and donations through the museum's new ticketing system.
13. Ensure effective communication with the membership through the year utilising the museums communication channels.
14. To devise and implement innovative ways of recruiting new members to the Friends and retaining support.

Other

15. Assist in devising and delivering events (receptions, talks, recitals) that create opportunities for engagement with potential supporters or re-engaging with existing ones.
16. Undertake general administration including reporting, attending team meetings and Friends meetings.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Development Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Relevant experience
C	Skills; Experience and Attitude Experience of fundraising, preferably in the museums or heritage sector Experience of administering/developing a membership organisation Excellent communication skills (written and verbal) Able to demonstrate a network of potential donors

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.