

**Job Title:** Development Officer

**Responsible to:** Chair

**Job Purpose:**

To ensure the delivery of support to members, promote the voluntary sector to the wider community and to support the Officers in their duties and relationships with key stakeholders.

**Key Responsibilities:**

- To line manage the Administrator.
- Promote the work of the Association and that of its members
- Promote good governance practice of members, including through arranging the delivery of training and coordinating practical support
- Develop and deliver a volunteering strategy
- Promote charitable giving including through increased usage of Giving.gg

**Key Activities**

- Ensure provision of training (basic and upskilling in a consistent manner) and support to promote good practice.
- Coordinate the AGC communications, traditional and social media.
- Signposting role for the voluntary sector and provide a single reference point and contact
- Promote charitable giving (including advice and support in fundraising)
- Policies & Procedures – develop a single, authoritative database – HR, Risk, Governance, volunteers (including forthcoming Charity Law and discrimination legislation)
- Promote the benefits and opportunities of volunteering
- Develop access to professional services advice – Legal, IT, cyber, HR etc
- Promote the work of the Association and sector through all media channels

**Person Specification**

Education/Knowledge

- Well-developed literacy skills.
- Presentation skills
- Excellent communications skills including social media

Experience

- Experience of IT systems including the use of Word, Excel and database systems.
- Experience of general office procedures.
- Relevant experience of dealing with external agencies.
- Managing social media channels
- Team leadership/line management

Patrons

Lieutenant General Richard Cripwell CB, CBE  
Lieutenant-Governor, Bailiwick of Guernsey

Mr. Richard McMahon  
Bailiff of Guernsey

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Guernsey Registered Charity: CH086



### Skills/Abilities

- Ability to model required behaviours
- Ability to maintain strict confidentiality and work within data protection guidelines.
- Ability to work effectively as a member of a team and on own initiative.
- Ability to communicate effectively
- Ability to prioritise own workload and meet tight deadlines.

### Managing Diversity

Candidates should be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to the Association, utilising individual performance, responding to changing working practices and acknowledging the changing customer/client base that the organisation operates with.

### Competencies

Listed below are key competencies, which describe how the job must be carried out in order to achieve the objectives set.

- Planning and organising

Ensure the successful achievement of results through effective planning and management of resources

- Enthusiastic approach

Particularly to the use of IT and willingness to undertake training in order to ensure the competency level required for this role

- Team Working

Building and maintaining good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals

- Interpersonal Effectiveness

Demonstrate professional and well-developed interpersonal skills, influencing others, managing conflict and promoting teamwork and collaboration, thereby enabling effective responses to a diversity of individuals, cultures and environment.