

Member Development Officer

Young Barnet Foundation has an exciting opportunity for a **Member Development Officer** to join our growing team.

We offer our team members:

- Flexible hours and hybrid working
- Personalised training and development plans
- New modern office space
- Opportunity to be part of the wider Young People's Foundation movement and make a real difference to the local community

Summary:

Hours:	Full-time, Part Time and Job Share – up to 35hrs per week* (plus statutory breaks) Occasional evening or weekend work may be required.
Term:	24-month fixed term contract , with potential extension Subject to Funding
Base:	Young Barnet Foundation Office East Barnet & Home working
Remuneration:	up to £27,000 (depending on experience)
Accountable to:	Sector Development Manager
Line management:	Potential volunteers
Application Closing Date:	Friday 8 th October 2021

*We would welcome applications from those who are looking for not only full-time but also part-time working or interested in job sharing. Please note the role will occasionally involve evening and early morning events but Young Barnet Foundation works closely with their staff to accommodate personal circumstances such as family requirements.

About Young Barnet Foundation

Young Barnet Foundation is a membership organisation which supports over 170 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet. We are proud members of Barnet Together and one of nine Young People's Foundations operating across London and Manchester.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building.
- Working with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.

PURPOSE OF THE ROLE:

- Working as part of the Member Development Team you will be working closely with the Sector Development Manager and other staff members to help support and develop our membership.
- Responsible for delivering parts of the core member offer this role is also to identify development opportunities for the membership and bring the solutions to the membership.
- Young Barnet Foundation have identified a number of digital tools that will assist the membership and as part of the team you will be expected to promote and develop the use of these by the members.
- To devise, develop and implement strategies to achieve sustainable, long-term contract-winning and other income generation for the children and young people sector in Barnet.

Key Duties and Responsibilities

1. Onboard new members. Supporting all members to develop their offer, broker relationships with fellow member organisations and scope. Keep records of members, visits and opportunities on the organisational CRM System up to date.
2. Arrange and manage Network Meetings including Locality Meetings and CEO Supper Club.
3. Work with members to identify and broker partnership opportunities.
4. Work with the team to identify bidding opportunities for individual and partnership bids.
5. Manage the preparation, writing and submission of tenders in collaboration with members and other YBF Staff. Ensuring bids meet requirements of commissioners/funders.
6. Support individual organisations, to create effective partnerships. Areas of development could include due diligence, quality assurance & capacity building, systems for finance and monitoring and peer support by large organisations for smaller organisations.
7. Promote awareness of YBF/Membership to service commissioners, and other key decision makers and potential funders, encouraging them to adopt policies and procedures which are inclusive and accepting of a local partnership working.
8. Develop and manage effective, robust working relationships with key agencies from the public, private and voluntary sectors.

Candidate Profile:

Essential

- Understanding and experience of working with a wide range of stakeholders and building successful partnerships
- Experience of providing capacity development to organisations
- A demonstrable understanding of current voluntary and community sector concerns
- Financial literacy with experience of managing budgets
- Working knowledge of the bidding process in the public sector to respond to ITTs, quotations, and sponsorship proposals
- Ability to communicate effectively, both in writing and verbally, with people at all levels
- High level negotiation and influencing skills (e.g. with commissioners from the public sector)

Desirable

- Educated to degree level (desirable) or equivalent &/or be able to demonstrate suitable experience in the sector.
- Project management qualification (eg PRINCE 2)
- Experience of delivering partnership projects
- Experience of servicing and working to a project board that includes a number of voluntary and community organisations
- Marketing and event organisation experience
- Knowledge of current and impending Charities, Employment and Health & Safety legislation

Qualities

- Naturally driven/self-motivated/ Self-starter. Able to manage their own time and prioritise a heavy workload.
- The ability to work closely with others in a non-hierarchical setting.
- Passionate about the voluntary sector and its role in creating positive social change.
- Commitment to the ethos and values of Young Barnet Foundation.
- Commitment to equality and diversity and an understanding how to promote them in your/our work.
- Confident decision-maker, problem-solver and always solutions-focused.
- Adaptable, open to new ways of doing things.

Other Terms and Conditions

Probation Period:	Six months
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
Annual Leave:	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
Pension Payments:	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into a stakeholder or personal pension scheme.

Application Process:

Please apply with a **covering letter and an up-to-date CV** (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary.

By E-mail:

recruitment@youngbarnetfoundation.org.uk

Enquiries:

Telephone: 0203 621 6090

CVs will be assessed as and when suitable candidates apply - interview dates TBC

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs.

***If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to recruitment@youngbarnetfoundation.org.uk ***