

LATIN AMERICAN WOMEN'S RIGHTS SERVICE

Job Description

Job Title	Development Manager
Reports to	Director
Hours per Week	21 hours per week
Contract	31 March 2022, fixed term with possibilities of extension
Salary	£35,700 per annum pro rata
Pension	Government Workplace NEST Pension Scheme
Responsible for	Training officers, Volunteers Coordinator, Outreach Coordinator and a small team of volunteers.

Job Purpose

The Latin American Women's Rights Service (LAWRS) is a human rights and feminist organisation led by and for Latin American migrant women in the UK. Our work is dedicated to supporting the immediate and long-term needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation or trafficking; enduring difficult living and working conditions in low paid jobs and facing barriers to social protection.

LAWRS Development Team reflects changing approaches to workplace learning and considers the skills needed for the future as part of individual and organisational development plans. It delivers high quality bespoke training and informative material on Violence Against Women and Girls (VAWG) strands, including Harmful Practices and sexual harassment, equipping trainees with the knowledge, practical skills and motivation to carry out their work activities effectively. LAWRS also carries out outreach activities, community engagement, presentations within community settings and group work sessions for Latin American women.

The Development Manager will work closely with the Director and Operations Manager to further develop, plan and implement LAWRS' development strategy, ensuring the sustainability of the organisation and its ability to continue successfully reaching its aims whilst maintaining the excellent quality of its services.

The post holder will devise a strategic training and development plan for the organisation and implement it in accordance to business and operational plans, policies, procedures, audit requirements, accreditations and quality standards, and cross-team working needs.

Main accountabilities

1. Lead on the creation and implementation of a comprehensive development strategy:
 - Identify training and development needs within the organisation through job analysis, appraisal schemes and regular consultation with team managers and staff members also taking into consideration changes to the organisation's external environment.
 - Development of workforce plans to meet the organisational needs.
 - Organise and feedback on annual appraisals.
 - Periodically undertake organisational performance analysis with the view of recommending improvements.
 - Assist the Director in creating annual organisational budgets and work with the Operations Manager to develop individual programme budgets.
 - Amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment.

2. To design, implement and oversee the smooth running of LAWRS Training and Development plans, ensuring:
 - The delivery of bespoke and high-quality training packages and informative materials about VAWG, migrant women and intersecting inequalities including specific strands (e.g. harmful practices, sexual harassment, labour exploitation, etc.), following recognised good practice in the sector, organisational standards, accreditations and audits requirements.
 - Assessing the skills and knowledge within an organisation and determining what training is needed to grow and retain these skills.
 - Designing, implementing and expanding training and development programmes based on the needs of the organisation and the individual.
 - Monitoring and reviewing the progress of trainees through questionnaires and discussions with managers.
 - Supporting the development of policies and procedures and influencing good practice at LAWRS.
 - Consider the cost at all project stages and keep the running of activities within the budget.

3. Support the Director's fundraising and reporting activities:
 - Compile the information required for developing new funding applications.
 - Write funding applications to trusts, foundations, corporate funders, and other donors.
 - Liaise with the Operation's Manager to ensure reports to trusts, foundations, corporate funders and other donors meet contract requirements.
 - Maintain up to date funding records and files, ensuring an appropriate management of LAWRS grants and enabling effective grant management and

compliance, including digital and paper-based filing records of LAWRS grants and donations.

- Attending meetings, networking, and forging positive relationships with grant making organisations, statutory and commissioning bodies, corporate partners and existing donors raising awareness of LAWRS' work, aims and strategic goals.

4. To lead, manage and develop the Development Team by:

- Providing effective line management and human resources support to staff in accordance with LAWRS Performance Management, Review and Evaluation Policy and any other relevant policies.
- Ensuring that staff are effectively recruited, inducted, supported and supervised following all guidelines and tools provided.
- Working with staff towards their professional development and motivation, (e.g. mentoring, shadowing, peer support, training, etc.).
- Ensuring that individual monitoring and evaluation of activities, outcomes, and impact is completed as required.
- Setting adequate deadlines for reporting within the team and delegating tasks to its members effectively.
- Holding regular team meetings, ensuring effective communication to and within the learning and development team and continuous individual development.

5. To represent LAWRS as part of the Senior Management Team in relevant meetings and events, by:

- Networking and participating in forums, working groups, CLAUK meetings and other relevant meetings as requested by the Director.
- Acting as an ambassador, upholding and maintaining the organisation's ethos, values, aims and objectives.
- Promoting LAWRS services and programmes and the organisation to other agencies.

6. To maintain up to date knowledge of the legal, practical, and social factors involved in addressing organisational learning and development by:

- Attending training, events, conferences, and other development opportunities in agreement with your line manager.
- Sharing knowledge and relevant information internally within and beyond the team as relevant.
- Attending regular one to one sessions and other meetings as required.

7. Other accountabilities:

- To participate in the process of planning and updating strategic and operational plans, as well as other organisational priorities.
- To participate in the process of planning and updating organisational policies and procedures.
- To abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
- To carry out any other duties appropriate to the post as requested by your line manager to ensure the effective delivery and development of the service and the smooth running of the organisation.

Other requirements or conditions of the role:

1. You might be requested to participate in occasional organisational activities in the weekends and/or outside your working days/hours.
2. This job description outlines the current main responsibilities of the post; however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

Person specification

Education and Qualifications	Application Form	Interview	Exercise
1. Educated to degree level or equivalent.	✓		
Experience			
2. Demonstrable experience in project planning, delivery and management.	✓	✓	✓
3. Demonstrable experience writing donor reports.	✓	✓	
4. Experience in developing and implementing programmes.	✓	✓	
5. Demonstrable experience in managing staff and volunteers.	✓	✓	
6. Experience producing budgets for projects and programmes.	✓		✓

7. Experience of fundraising from trusts and foundations.	✓		✓
Knowledge and Understanding			
8. Excellent understanding of the issues facing migrant women in the UK, and Latin American women in particular.	✓	✓	✓
9. Clear understanding of gender inequality, intersectional discrimination and integration.	✓	✓	✓
10. Excellent understanding of the UK voluntary sector especially women and migrant organisations.	✓	✓	✓
11. Excellent English language skills, both spoken and written.	✓	✓	✓
12. Excellent understanding of monitoring and evaluation.	✓	✓	
Skills and Abilities			
13. Strong communication and representation skills and proven ability to network effectively and influence others.		✓	
14. Demonstrable ability to analyse, interpret and communicate qualitative and quantitative data	✓	✓	✓
15. Flexible, proactive and creative approach.		✓	✓
16. Ability to work as part of a team, engaging with the different projects run at LAWRS		✓	
17. Ability to plan, prioritise and manage own workload to meet deadlines.	✓	✓	
18. Commitment to human rights, women's rights and social justice.	✓	✓	✓
19. Understanding of and commitment to equal opportunities.	✓		
20. Resilience and ability to learn from setbacks.	✓	✓	
Desirable			

21. Experience fundraising from individual or corporate donors.	✓		
22. Experience working in the voluntary sector.	✓		
23. Ability to read, speak basic Spanish or Portuguese for occasional conversation with service users.	✓		

Last updated: January 2021