

NHS Retirement Fellowship



Reg Charity No 287936

Patrons:

Ken Jarrold CBE

Ethel Armstrong MBE

Vacancy for a Part Time Development Officer North West England

Applications are invited for the part time post of Development Officer on a one year fixed term contract. Home based.

Hours: 7.5 each week

Salary: £6402 p.a. plus travel. Subsistence and office expenses are paid.

Further information about the Fellowship can be obtained from www.nhsrf.org.uk

Application is by CV to be sent to the Chief Executive, at sherry.smith2@nhs.net To discuss this position please telephone 01305 361317 and a mutually convenient time will be arranged.

Closing date for receipt of CV: 30 June 2018

Interviews will be held in Manchester on 17 July 2018

DEVELOPMENT OFFICER (NORTH WEST) JOB DESCRIPTION

Job Title: Development Officer

Hours: 7.5 hours per week

Salary: £6402 p.a.

Accountability: Accountable to the Chief Executive Officer

Key Tasks

- To open new branches and increase membership numbers in the north west of England
- To extend the influence and enhance the profile of the NHS Retirement Fellowship developing good working relationships with key personnel in NHS Health Trusts
- To build good working relationships with NHS Organisations

- To produce reports on activity and future plans as required by the Government and the Chief Executive and trustees of the charity
- To increase membership from the health and social care sector
- To communicate and liaise with the Chief Executive, Central Office staff and other Development / Fellowship Officers, Honorary Officers, Trustees and Regional Representatives
- To manage and work within the budget for development work

Person Specification

A “self-starter”, able to work on their own. The Development Officer will have skills to:

- Prioritise workload
- Work flexibly in the allocation of time as required by the needs of the charity
- Relate diplomatically with members and external contacts
- Write reports
- Use IT, to include word processing and basic spreadsheets
- Empathise with the aims of the charity and the aspirations and needs of retired people
- Understand a budget and be able to plan activity to work within it
- Contribute to the Fellowship’s newsletter