

Job Description
Area Co-ordinator, Cruse Bereavement Care
Bedfordshire

Responsible to: Area Chair

Job Purpose

Working with the Area Management Committee to develop, co-ordinate and play a lead role in the delivery of Cruse Bereavement Care services throughout the Area.

Location: Area Office Ampthill

Hours: 15 (3 days a week) Fixed term:12 months

Salary Scale: £20,183 Pro rata (Actual £8,650)

Main tasks:

Income generation and External Relationships

Contribute to the development of the Area's income generation strategy and annual fundraising plan by:

- Working with the Area Committee and liaising with the Central Office fundraising team where appropriate
- Researching funding opportunities and developing relationships with key funders
- Preparing grant applications and bids for Service Level Agreements to statutory bodies
- Preparing and submitting fundraising applications to grant making trusts
- Working with the Treasurer to cost funding applications and prepare financial reports for funders
- Writing outcome reports for funders.

Area organisation

- Work with the Area Committee to develop area plans
- Work with the Area Committee to implement and monitor agreed plan, producing quarterly monitoring reports for presentation to the Area Committee, following up agreed actions
- Attend and ensure the effective administration of Area Management Committee
- Co-ordinate the Annual Business Meeting processes in line with Standing Orders including the election of committee members and the production of the Annual report
- Ensure regular communications with all officers, management committee, staff and volunteers within the Area to ensure the effective operation of the organisation.

Service provision

Ensure any complaints from clients/volunteers are escalated to Area Committee/Client Services Committee

Office management

- Maintain the effective and efficient running of the office including compliance with Cruse policy and procedures
- Respond appropriately to mail, email and telephone enquiries
- Maintain accurate and secure record systems
- Maintain accurate records on the central database and prepare annual and other returns as required
- Be responsible for maintaining a schedule of all office equipment and ensuring proper maintenance
- Maintain sufficient supplies of literature and stationary

Training

- Support the Training Committee in the organisation of the foundation and ongoing volunteer training courses
- Work with the designated Area training lead to assess the training needs and develop the Area Training Plan
- Ensure all courses are evaluated and the outcomes reported to the Area Management Committee

Recruitment and support of volunteers

- Ensure that the recruitment and selection of all volunteers is in line with the Cruse Standard including procedures for induction
- Ensure effective communication with volunteers and respond to queries

Other duties

- Undertake all other reasonable duties which are not specified above

Area Co-ordinator (Cruse Bereavement Care Bedfordshire)

Person Specification

	Essential	Desirable
Experience	<p>A track record of writing successful fundraising applications /fundraising experience (candidates who can demonstrate they have the requisite skills to undertake these duties through other prior experience are also welcome to apply.)</p> <p>Experience of developing positive relationships with a broad range of stakeholders.</p> <p>Excellent administration skills and at least 2 years' experience in a busy office.</p>	<p>Experience of developing and implementing a fundraising strategy.</p> <p>Experience of working in a voluntary organisation</p> <p>Experience of organising training or similar events</p>
Personal skills, abilities and knowledge	<p>Able to prioritise and manage own workload to ensure the effective operation of an organisation.</p> <p>Excellent communication skills with the ability to communicate clearly and concisely both verbally and in writing.</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to work flexibly and collaboratively</p> <p>Proven IT skills and able to work with the main Microsoft office applications</p> <p>especially word, excel and management information systems</p> <p>Empathy, integrity, warmth resilience and respect</p> <p>Ability to stay calm under pressure</p>	<p>Understanding of bereavement</p>
Other	<p>Commitment to the goals of Cruse as an organisation</p>	