

**JOB DESCRIPTION
LOCAL DEVELOPMENT OFFICER – WALSALL**

1. Reporting

This position reports functionally to John Kent, Chair of West Midlands, and for HR administrative purposes to Chris Ford, Explore's Chief Executive Officer (CEO).

2. Purpose of the Role

To promote the maintenance and, more importantly, the growth and development of the work and infrastructure of Explore in the Walsall area in accordance with the strategy decided by the Board of Trustees.

In order to fulfil the purpose of this role, the Local Development Officer should:

- be a strong team player.
- be a confident and persuasive representative of Explore.
- have an ability to work to a professional standard without day to day supervision.

3. Responsibilities

3.1 Promoting Explore

In conjunction with the Chair and the local Explore Group, to initiate and achieve new relationships with schools, youth groups or similar settings leading to Explore events being undertaken.

To work with the Chair and the local Explore Group to develop the local Explore Infrastructure, by supporting and recruiting the target number each year, of Couples, Adviser-Coaches, event Leaders, Committee members and supporters in Walsall area.

3.2 Managing Explore Events

To organise all Explore events in Walsall including, but not limited to, Workshops, Half Day Conferences and Class Sessions. The aim is that each Explore event will realise the potential of the occasion, and lead to being re-booked the following year.

This duty includes:

- i. visiting the school or group, strengthening the relationship that exists and agreeing the specific details of the event, preparing Service Delivery Agreements with the Client school/group and submitting invoices for agreed fee and following up payment.
- ii. being the prime source of communication for, and management of, all events with the school or group, the Couples, Adviser-Coaches, event Leaders, Explore office, etc.
- iii. booking and briefing the Couples, Adviser-Coaches and event Leader for each event.
- iv. making available the evaluation forms for each event and produce the final event evaluation Report for distribution to the school/group and within Explore.
- v. acting as an Adviser-Coach when the situation requires.
- vi. Liaising with the Natalie Danter, the Solihull Group LDO and any other LDOs in the area as other Explore Groups develop.
- vii. Be prepared to travel to London or other destinations for Explore annual meetings of Trustees, Chairs & LDOs, the Lecture and LDOs – expenses paid.

3.3 Administration

- i. To provide administrative support for the local Explore Group.
- ii. To organise the distribution of the agenda, supporting documents and minutes of all local meetings.
- iii. To assist as necessary in the organisation and administration of all local fundraising, volunteer recruitment and training, networking, promotional events and press releases.
- iv. To maintain and develop the database for Couples, Adviser-Coaches and friends.
- v. To ensure that Leaders and Adviser-Coaches are DBS checked.
- vi. To be responsible for the distribution of Explore literature in the Walsall area.
- vii. To process expense claims on the appropriate form and forward to the CEO for payment after authorisation by the Chair.
- viii. To be responsible for liaison with other Explore officers and other LCAGs, sharing experiences and practices to ensure that Explore in Walsall maintains standards of best practice at all times.
- ix. In August each year develop an Action Plan for the Group for the following year and report to the CEO periodically.

4. Person Specification

4.1 Essential Personal Qualities

- A passion and commitment to the aims and work of Explore
- A “Door Opener”
- Self-starter, self-confident, self-motivated, self-disciplined
- Strong administrative skills
- Good interpersonal skills
- Good communication and listening skills – written and verbal, external and internal, formal and informal
- Integrity
- Flexibility

4.2 Desirable Experience and knowledge

- Working with schools
- Voluntary sector experience
- Good presentational skills.
- IT literate
- Use of own car

4.3 Adviser-Coach

The Local Development Officer will undertake training to become an Adviser-Coach.

4.4 References and DBS

Any appointment will be subject to satisfactory references and a DBS check.

11.4.2014