



JOB TITLE: Regional Development Officer

HOURS: Full Time

LOCATION: To be discussed, with travel throughout Mid Wales.

PURPOSE OF POST:

The main responsibilities of this post are to develop Mid Wales Rape Support Centre and to develop partnerships within other statutory and voluntary organisations. This position is intended to contribute towards the sustainability of the organisation.

GENERAL:

- a. The post holder will embody Mid Wales Rape Support Centre's ethos and values and will model appropriate behaviours, at all times, and in all areas of responsibility.
- b. Commit to a continuous improvement culture and be prepared to undertake other duties and responsibilities relevant to the nature, level and extent of the post.
- c. Ensure CPD by attending relevant training and workshops.

MAIN RESPONSIBILITIES, TASKS AND DUTIES:

- To promote the work of Mid Wales Rape Support Centre within the region.
- To establish and enhance partnership work with a range of local statutory and voluntary agencies.
- To establish effective referral pathways with partner agencies.
- To monitor referral data and feedback from service users.
- To target any groups or sectors of the community who are not currently being referred to Mid Wales Rape Support Centre.
- To secure ongoing funding for Mid Wales Rape Support Centre.
- To identify, and work to fill, any gaps in potential service provision.
- To carry out any other duties as may be required by Mid Wales Rape Support Centre.



PERSON SPECIFICATION

REGIONAL DEVELOPMENT OFFICER

| Essential | Desirable | Specification | Assessed on application form | Assessed at interview |
|-----------|-----------|---|------------------------------|-----------------------|
| | | Qualifications | | |
| ✓ | | Educated to degree level or an equivalent qualification relevant to the post | ✓ | |
| | | Experience | | |
| | ✓ | Experience of working to develop effective relationships with partner agencies preferably in Social Care, Health, Third Sector. | ✓ | ✓ |
| ✓ | | Experience of writing to a high quality standard. | ✓ | ✓ |
| ✓ | | Experience of delivering presentations within a multi-agency setting. | ✓ | ✓ |
| | ✓ | Experience of successfully completing applications for funding. | ✓ | |
| | | Knowledge and Skills | | |
| | ✓ | An understanding of the VAWDASV sector. | ✓ | ✓ |
| | ✓ | Understanding of the funding of VAWDASV, Health, Mental Health or Social Care, preferably in Wales | ✓ | ✓ |

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| ✓ | | Excellent written communication skills | ✓ | ✓ |
| ✓ | | Excellent project management skills | ✓ | ✓ |
| ✓ | | Able to work to deadlines | | ✓ |
| ✓ | | Able to develop working relationships with managers, colleagues and stakeholders | | ✓ |
| ✓ | | Relevant IT Skills | | ✓ |
| ✓ | | Self-motivated, organised and with a keen eye for detail, accuracy and quality | | ✓ |
| | ✓ | Proven evaluation skills and the ability to produce quality reports | ✓ | ✓ |
| | ✓ | Ability to prepare and deliver presentations | ✓ | ✓ |
| | | Qualities | | |
| ✓ | | Resilient with the ability to thrive in a busy environment | | ✓ |
| ✓ | | Enthusiastic, positive approach and outlook with ability to accept and learn from constructive criticism | | ✓ |
| ✓ | | Adaptable to change | | ✓ |
| ✓ | | Able to work flexibly to meet business needs, including willingness to work out of hours with notice, if required | | ✓ |
| ✓ | | Able and willing to travel | | ✓ |
| ✓ | | Understanding of, and commitment to, equality issues and anti-discriminatory practice | | ✓ |