



Job Description

Job Title	Development Manager
Salary	£35K per annum + 6% pension contribution
Contract	36 hrs per week - 3 year fixed term contract
Location	Positive East offices in Stepney but will be expected to visit and work from all GMI partners offices
Reporting to	Director, Positive East
Accountabilities	GMI Partnership Steering Group through a development programme committee
Key Relationships	GMI Service Manager (based at METRO), GMI Research and Performance Manager (based at Spectra), Positive East Prevention & Testing Team Manager
Employment	You will be employed by Positive East on behalf of the GMI Partnership

You will be the change leader within the GMI Partnership responsible for our, 3 year development programme, funded by City Bridge Trust. You will ensure we are delivering our GMI Partnership growth and development goals which include:

- a) re-imagining our vision, brand and business plan in a changing sector
- b) expanding and diversifying our remit including being able to take a more holistic approach to HIV prevention, sexual and reproductive health (SRH) and LGBT strategic equalities and service delivery, and to provide leadership in London in linking these domains
- c) Re-launching the Partnership itself with its new Vision, forward looking goals and with the business plan, capability and infrastructure to deliver on them.

You will ensure we articulate, plan, implement and deliver the above changes so that the GMI Partnership is a sector leading effective vehicle, fit for purpose in 2020, ready to confront emerging challenges through to 2025.

The GMI Partnership

The GMI Partnership, established in 2008, comprises three organisations METRO, Positive East and Spectra. Each organisation has a long and established history of connection and support to London's LGBT communities and addressing sexual health, HIV and well-being need within London. While the core focus of the Partnership has been the delivery of the various London wide HIV prevention programmes since 2008, its constituent partners have local and regional remits related also to SRH and LGBT strategic equalities

1.0 Main Activities

- 1.1** Keeping the existing work-plan under review and developing, with the approval of the programme development committee, to ensure that it achieves the vision and goals of the GMI partnership development programme.
- 1.2** Implementing the outputs of the work-plan directly, through working with/facilitating colleagues within and outside of the GMI partnership, and through overseeing consultancy staff
- 1.3** Ensuring the production of a robust business plan that will support the GMI partnership's growth and development plans.
- 1.4** Driving the brand development of the GMI partnership so that we are seen as a 'thought leader' and 'go to' partnership on LGBT/SOGI HIV, sexual & reproductive health as well as strategic equality issues. The work will include overseeing the development of our new website & social media presence, organising seminars, engagement/stakeholder events, and ensuring posters/abstracts are presented at conferences.
- 1.5** Ensuring that the GMI Partnership builds sustainable working relationships with new partners and stakeholders who are key to enabling the GMI partnership deliver on the development programme goals
 - 1.5.1** Building specific relationships with other concurrent CBT funded London LGBT programs including with LGBT consortium, GMFA and Opening Doors.
- 1.6** Leading and coordinating on the development of fundraising initiatives (including bid writing) that support the development of new projects that enable the GMI partnership to achieve the vision of our development programme
- 1.7** Supporting the staff and volunteers within the GMI Partnership to develop the capabilities and competences necessary to deliver the development programme ambitions through organising relevant training, mentoring and development.
- 1.8** Being the lead officer and supporting the Development Committee (e.g. producing agendas, minutes, progress reports, finance updates,

administrative support) enabling it to provide oversight and ensure progress of the programme.

2.0 Finance & Monitoring

- 2.1** Preparing high quality progress and monitoring reports for the programme funder City Bridge Trust.
- 2.2** Budget management responsibility for the programme finances.

3.0 General

- 3.1** To carry out all duties with due regard to relevant legislation and guidance, the organisation's Health and Safety, Confidentiality, Data Protection, Safeguarding and Equal Opportunities policies and all other policies of Positive East.
- 3.2** To actively promote the GMI Partnership, in the course of your duties, with clients, health & social care professionals, and other relevant stakeholders.
- 3.3** To play an active role in being part of the wider Positive East team to ensure that we achieve both our day to day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate. It will also include taking a solution focused 'can do' attitude to problems or issues as they arise. To be part of a multi disciplinary team and contribute to the overall development of services
- 3.4** Support the GMI Partnership activities as agreed with line manager around events including World AIDS Day, Pride, presentations and launches or other key annual events
- 3.5** To carry out any duties appropriate to the grade as required by your line manager

Mark A. Santos
August 2017