

**Job Description**

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| **Job Title** | Development Manager |
| **Salary** | £35K per annum + 6% pension contribution |
| **Contract** | 36 hrs per week – 18 month fixed term contract |
| **Location** | Positive East offices in Stepney in London but will be expected to visit and work from all GMI partners offices also in London |
| **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 (now in its second year), funded by City Bridge Trust. We have now developed a new Vision, Mission, Values and strategy and are ready to turn our planning into action.

You will ensure we articulate, plan, implement and deliver our new strategy 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. Facilitating the development and delivery of the annual work-plan ensuring that the GMI Partnership achieves the ambitions of our strategic plan.
  2. Keeping the existing work-plan under review and developing it, with the approval of the GMI Partnership Steering committee, to ensure that it achieves the vision and goals of the GMI Partnership strategy

**1.3** 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. 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.
  2. Supporting the GMI Partnership to develop a research and evaluation agenda enabling it to be able to evidence the value of our work, support service improvement and development, further strategic thinking and ensure our ambition of being seen as a ‘thought leader’.

**1.5.1** Overseeing the research and evaluation work of the GMI Partnership ensuring it is robust and meets the appropriate quality and standard for publication and presentation at national and international conferences.

**1.6** Ensuring that the GMI Partnership builds sustainable working relationships with new partners and stakeholders who are key to enabling the GMI Partnership to deliver on the development programme goals

**1.7** 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 new Strategy

**1.8** Supporting the staff and volunteers within the GMI Partnership to develop the capabilities and competences necessary to deliver the ambitions of our strategic plan through organising relevant training, mentoring and development.

**1.9** Being the lead officer and supporting the partnership governance structures (e.g. producing agendas, minutes, progress reports, finance updates, administrative support) to ensure it can 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 polices and all other polices 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

October 2019