

## JOB VACANCY - DEVELOPMENT MANAGER

Salary: £40,000 per annum  
Contract: Permanent, subject to future funding  
Hours: Full time, 35 hours per week, worked flexibly to suit the candidate  
Part time applications will be considered  
Annual leave: 30 days, plus bank holidays

### Background

People detained in police custody in the UK are deprived of their liberty and held out of sight of the rest of the community. Like all places of detention in the UK, there must be independent oversight of their conditions and treatment. As part of this oversight, there are around 1,300 volunteers, who make unannounced visits to police custody suites to provide a crucial safeguard for the rights and welfare of those held there. These volunteer custody visiting schemes are run through the offices of Police and Crime Commissioners. The Independent Custody Visiting Association (ICVA) is a national organisation which leads, supports and represents these schemes. This new role presents an opportunity to expand and develop our service, impact and offer across the UK.

ICVA has a strong reputation as a rights-based organisation with an impressive reach for such a small team, and a can-do attitude is essential, to ensure that we maintain and build even further on this reputation.

We are seeking someone who shares our values and can demonstrate high levels of experience, skill, and motivation to develop our organisational strategy, maximise and demonstrate the value of the volunteers, and generate income to deliver projects and sustainable outcomes for our members and those in detention.

### Job description

The postholder will develop our outreach, policy and fundraising work, to increase the profile and reach of ICVA and the visiting schemes it supports and represents.

### Communications, policy, and development

- Lead in developing and delivering policies and strategies in line with the annual business plan.
- Research and draft clear, well-targeted and influential communications material on key issues, including on emerging significant issues within police custody, human rights and volunteering.
- Play a key role in developing and tracking policy projects in priority areas to ensure the humane and equitable treatment of those detained in police custody.
- Produce publications, social media content and web copy designed to promote ICVA and the value and impact of independent custody visiting volunteers and schemes.
- Work with the ICVA team to ensure that organisational strategic aims support members effectively.
- Compile information for quarterly Board meetings and attend and contribute to team and board meetings.
- Support, promote and implement equality, diversity, access and inclusion across all work.
- Attend appropriate conferences, networking events, workshops and other events beneficial to increasing awareness of the work of the volunteers and ICVA.

### Fundraising

- Research, coordinate and write funding applications to trusts, foundations and public bodies.
- Maintain an up-to-date knowledge of the funding climate, sector and sources of available funding.
- Lead on gathering, compiling, and submitting timely and accurate monitoring, outputs and evaluation reports, working with the wider team to build this into plans.
- Consider opportunities for the organisation to build corporate partnerships.

- Develop strategies and campaigns to encourage new networks and engaging potential funders in organisational workstreams.

## **Person Specification**

### **Skills and experience:**

- A proven track record in writing successful funding applications, and of identifying and applying for funding at a national or local level.
- Proven experience in building confidence and positive relationships with stakeholders and members.
- Excellent communication skills, with the ability to request and deliver information from a wide range of stakeholders.
- Proven experience of working in the non-profit sector, with a good understanding of governance requirements and the challenges facing the sector.
- Knowledge and experience of working within a policy environment to influence policy.
- Experience of demonstrating organisational impact and value.
- Experience of business development and an understanding of business planning and budgets.
- Some experience of evaluation and stakeholder mapping or related skills.
- Experience of writing reports for funders and stakeholders.
- Experience of using Microsoft 365 applications.

### **Qualities**

- A strong commitment to fair and humane treatment in police custody for those who are detained there, and to improving custody and detention conditions.
- A strategic thinker.
- Ability to resolve problems.
- Ability to take initiative with a practical, hands-on approach.
- Ability to be self-motivated, with good organisational, administrative and time management skills.

### **Location and travel**

The role is home based, but there is an expectation of travel throughout the UK as required.

### **Political activity**

ICVA works with and through the offices of Police and Crime Commissioners from all political parties. The postholder will need to show political impartiality and must declare any party-political activity they undertake in the period of their appointment. This does not preclude membership of a political party.

### **Pre employment checks**

Applicants must have the right to work in the UK. Proof will be required prior to appointment.

A DBS check will be carried out prior to employment.

### **Equality and diversity**

We welcome applications from all suitably qualified people regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equalities Act 2010.

### **How to apply**

Please submit:

1. An anonymous CV of no more than two sides of A4. Please remove any data that would suggest any personal characteristics such as age, gender, or ethnicity.
2. A covering letter of no more than two sides of A4 outlining your suitability for the role as per the person specification and qualities listed. Please include the details of two referees, including your current or most recent employer.
3. A completed equality and diversity form. This will be separated from your application.

Please email your application documents with the subject 'PRIVATE – Application' to [info@icva.org.uk](mailto:info@icva.org.uk) by 11.59pm on Tuesday 19 March 2024.

Your application documents, taken together, should demonstrate how you meet the criteria in the job description and person specification. Please ensure that you consider and address the criteria in your response.

Interviews will be held via Microsoft Teams on Tuesday 16 April 2024.