



**Job Title:** Development Officer, Smart Works Reading  
**Reporting to:** Sarah Burns, Chair, Smart Works Reading  
**Based in:** Reading  
**Salary:** **£9,000 – 10,500**  
**FTE:** Part time 6 month contract (3 days per week)

**To start in April 2018**

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### **About us**

Smart Works Reading is part of Smart Works Charity, a UK charity that provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, the self-belief and the practical tools they require to succeed at interview and start a new chapter in their life. We are incredibly proud that after a visit to Smart Works, over one in two of the women we are able to contact go on to succeed at their job interview.

Smart Works started in one location in London. We carefully built our understanding and expertise until we were ready to open in other locations, and could take our service to help more women. We are now operating in Reading, Edinburgh, Manchester, Birmingham, and will soon open in Newcastle.

Smart Works Reading launched in October 2015 to bring this service to women in the Thames Valley area. Now in our third year, we are at an exciting point in our growth, and so are looking for a hard-working, proactive and bright individual to drive the funding and financial sustainability of the operation and to work closely with the Board of Trustees of Smart Works Reading to deliver our continued success.

At the core of the Smart Works service is a two-hour appointment, during which time each woman receives a complete outfit of high quality clothes (theirs to keep) and dedicated one-to-one interview training. This short intervention has a significant impact as our clients start believing in their own ability to succeed.

All our service delivery (the dressing session and the interview coaching) is delivered by trained volunteers. Our volunteers are all highly skilled and dedicate their time to helping our clients succeed. Their reward is seeing the impact of unlocking a woman's confidence, and finding out that the woman they saw has gone on to succeed at interview and move on with her life.

### **About the role**

A fantastic opportunity has arisen for a Development Officer at Smart Works Reading. The role requires a self-starting and proactive approach, excellent organisational skills and the ability to build & influence key relationships throughout the Thames Valley with a variety of funders and

commercial partners. The right candidate will be able to build strong working relations with our Chair and Board of Trustees, as well as with our many different audiences, including Corporates, Local Retailers, Trusts, Local networking groups, as well as support the Manager of our growing office.

A highly organised and positive individual, you will be passionate about empowering women to thrive in work and life. You will be a strong communicator, both in person and in writing, be able to multi-task, think on your feet and bring a determination to meet our aim of helping as many women as we can back into work. You will be confident in using IT to manage operations and produce reports. Overall you would relish the opportunity of taking our charity to the next stage of its development with all the challenges that will entail.

The role is based in our Reading office, and it is anticipated that there will be some evening and weekend work.

Smart Works Reading is part of Smart Works Charity, and there will be some travel to London and liaison with the HQ team to support on induction, training and participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.

Please apply with a covering letter along with a CV to Sarah Burns, Sarah.Burns@smartworks.org.uk.

**Requirements:**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Capable of working independently</li> <li>• A self-starter with a strong track record in being proactive and flexible, developing &amp; maintaining systems, protocols and relationships</li> <li>• Excellent expressive writing skills, particularly 'writing for purpose' e.g. fundraising applications, presentations, and for media</li> <li>• Creativity, imagination and entrepreneurial attitude towards fundraising</li> <li>• Excellent organisation, communication and interpersonal skills</li> <li>• Ability to influence others with excellent oral, written and presentation skills</li> <li>• Computer-literate with good working knowledge of Microsoft Office, Excel, Word and databases</li> <li>• Capable of working under pressure and managing own workload to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with autonomy and as part of a team</li> <li>• Financially aware, with the ability to interpret basic financial accounts for reporting purposes</li> <li>• Understanding and skills in social media and newsletter communications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of strong administration or</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>project management experience, with ability to take ownership of workload</p> <ul style="list-style-type: none"> <li>• Experience in generating income from a variety of sources including Trusts, Foundations and the Community</li> <li>• Experience of gaining corporate sponsorship</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to maintain energy, drive and positivity</li> <li>• Creative approach to problem solving</li> <li>• Resilience, particularly when faced with setbacks &amp; challenges</li> <li>• Excellent interpersonal skills and strong networker who can build effective relationships</li> <li>• Passionate about empowering women to thrive in work and life</li> </ul>	

**This job description is subject to amendment from time to time within the conditions of employment as per the needs of Smart Works Reading.**

**All post holders are expected to support Smart Works Reading's vision, aims and objectives and embrace its ethos of helping women in the Thames Valley region gain employment.**

**Time Scales:**

- Closing date for applications is Thursday 15<sup>th</sup> March 2018.
- Successful candidates will be invited to attend first round interviews on Wednesday 21<sup>st</sup> and Thursday 22<sup>nd</sup> March 2018.
- Second round interviews will be held on Monday 26<sup>th</sup> or Tuesday 27<sup>th</sup> March 2018
- The role is to start as soon as possible in April 2018.

**Terms and Conditions:**

- Part Time 6 month contract 3 days a week
- Salary: **£9,000 – 10,500** for 6 months
- 5 days holiday for 6 months (*plus all Bank Holidays in period of employment*)
- This role requires occasional evening hours and some weekend work.
- Subject to the success of the initial 6 month period there may be the opportunity to negotiate a permanent contract