

Development Director

Job Description

- Location:** Remote working with occasional travel across the UK and frequent meetings in London
- Salary:** £60,000 per annum
- Contract:** Permanent contract, full time with flexible hours
- Reporting to:** Chief Executive Officer
- Closing date:** Friday 12th April 2024
- Interviews:** Friday 26th April and/or Monday 29th April 2024

About us

Founded in 2019, the National Emergencies Trust is an independent charity that supports those affected by UK disasters. When a national emergency arises, we act fast to raise funds for those impacted to help with their physical, psychological, and practical needs. Our first appeal, the Coronavirus Appeal raised £100 million for those affected by the pandemic.

Outside of emergencies, we work closely with those affected by past disasters to understand the historic challenges they have faced and take action to improve outcomes for future survivors and their loved ones. Through our listening approach, we have evolved our funding model, secured two changes to UK legislation to date and created unique insights that are informing the work of Government, our charity sector peers and wider response and resilience stakeholders.

About the role

You'll work closely with colleagues across our small team advancing our strategic priorities and helping to develop important relationships that can enhance our work during and outside of appeals. In particular, you will collaborate closely with colleagues in Communications, Fundraising and Distribution to provide intelligence and updates that inform their activities.

When a UK disaster arises, you'll call on that network, and your growing knowledge of survivors' needs, to make sure that everyone affected gets the support they need as soon as they need it.

Key responsibilities

Outside of emergency appeals:

- Develop expert knowledge on evolving issues surrounding disaster and emergency preparedness and response, and ensure this knowledge is embedded across the charity.
- Identify, develop, and direct strategic projects to improve outcomes for future survivors, working closely with members of our Survivors Advisory Forum, colleagues, and partners.
- Build and maintain relationships with government departments across the four nations to deliver the best possible response during future disasters.
- Strengthen our existing partnerships with intelligence stakeholders, our Ambassadors and Special Advisors to ensure we have access to a wide set of knowledge and expertise.
- Proactively collaborate with local emergency responders to provide our expertise and design and modify our work with them so it is relevant to their community.
- Participate in regular emergency response exercises that help to stress-test our approaches during emergencies.
- Help develop and deliver events and other public facing activities to highlight our purpose and impact.
- Present to partners and agencies and produce reports and briefings for key events and meetings.

During emergency appeals:

- Provide intelligence briefings sourced from external stakeholders to ensure our response supports survivors' changing needs.
- Activate partnerships with relevant government departments and with the voluntary and community sector to deliver a coordinated and collaborative response following the national emergency.
- Spot live opportunities to improve our approach as the situation unfolds and offer creative solutions that can deliver the best outcomes for survivors.

Who we are looking for

Do get in touch if you have any questions – more details in the 'how to apply' section.

You'll be:

- Passionate about **making a difference** to individuals and communities during times of great need; putting equity and compassion at the heart of decisions.
- **Confident representing the Trust** and presenting our work to a wider range of audiences, making connections with new partners and peers, and strengthening our existing relationships.
- Eager to **learn from survivors** of past emergencies, and to turn that knowledge into plans that improve outcomes for those impacted in future.

- **Comfortable under pressure** - happy to work at high speed during emergency appeal periods (alongside a very supportive team)
- Happy to **work remotely** in the main but with regular travel to London, and opportunities to connect and present across the UK.
- A **self-starter** - able to work flexibly and under your own initiative with a passion for inclusion and ability to manage varying competing priorities.
- A **confident communicator** with excellent planning and project management skills, comfortable making decisions and presenting these to colleagues and partners.
- Excited to **foster an inclusive working culture** that takes positive action to address potential discrimination in all its forms.

You'll have:

- Experience of **building and managing relationships** with diverse stakeholders, and an aptitude for fostering positive relationships and bringing partners together
- Proven track-record of strong **project management** skills and problem solving
- A passion for **equitable outcomes** that will benefit everything from our inclusive working culture to the survivor experience in future emergencies.
- Experience of **managing and working with teams and the ability to deploy additional staff effectively during appeals**
- Experience of working with Trustee Boards or committees and wider charitable governance structures (desirable)
- Knowledge and experience of either the Public or charity sectors and working across sectors (desirable)

What we can offer you

The package:

As well as a chance to make a BIG difference in a small, friendly team, we can offer you.

- **Lots of responsibility and ownership** - we're a young, open-minded charity and we are looking for you to bring new ideas.
- **The opportunity to work flexible hours from anywhere** - we mainly work at home; we are based all over the UK - and we finish early on Fridays if the work is done.
- **Coaching, mentoring and bags of career development**, with an opportunity to shape your current and future role.
- A competitive benefits package that includes:
 - A salary starting from £60K per year with flexibility to extend this depending on experience.
 - 28 days holiday per year plus bank holidays
 - Life insurance
 - Enhanced paternity and maternity leave

- 4-6% employer pension contribution
- Employee Assistance Programme

Our commitment to diversity and inclusion

The National Emergencies Trust is an equal opportunities employer. We recognise diversity and inclusion are sources of strength in achieving our mission and we particularly encourage applications from underrepresented groups such as the global majority, LGBTQIA+, and those with a disability and neurodiverse conditions.

We aim to recruit the person most suited to the job and welcome applications from candidates from all backgrounds.

Diversity monitoring recruitment is one way of helping us to ensure there is no unfair discrimination in the way that we recruit people. We will also share questions 48 hours in advance.

Completed monitoring forms will be kept securely and separate from your application. They will not be seen by the interview panel and do not form any part of the assessment of your application.

Please also let us know if you will require any special provision should you be called forward for an interview.

How to apply

Step 1 – Find out more.

- A short [video](#) of who we are.
- Our latest [Annual Report](#)

If you would like to discuss the role, and have questions for us, please contact mhairi.sharp@nationalemargenciestrust.org.uk with a preferred date and time.

Step 2 – Apply by the closing date (Friday 12th April 2024)

Should you decide to apply, please send your CV along with a short cover letter (max. 250 words) outlining why you are interested and what skills, experience or perspective you would be particularly excited to bring to the team.

This can be provided in document, video, or audio format and sent to recruitment@nationalemargenciestrust.org.uk

We will also ask you to complete an [equal opportunity monitoring form](#).

Step 3 - Interview date(s) (26th and/or 29th April 2024)

Shortlisted candidates will then be interviewed online, followed by a second round as required in London.

Data Protection

National Emergencies Trust will only process and store your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, after which it will be securely disposed.