



# IMPACT AND DEVELOPMENT OFFICER

## Applicant Information

**Play a transformational role at the heart of our growing movement for inclusion, and embrace the opportunity to jump-start your career in nonprofit leadership.**


We are a highly regarded, award-winning charity that exists to support and promote the inclusion of disabled people in society. Due to the impact of coronavirus, this mission is more urgent than ever.

Our **Impact and Development Officer** will dive into a hands-on and strategically important role within our talented leadership team.

You will lead on all aspects of **income generation, growth, and financial sustainability, impact monitoring and evaluation**, and have the opportunity to be involved in **KEEN's broader national development and growth**.

You will be a fast learner with great potential, able to balance the big picture with operational involvement and detail, and be committed to setting and reaching ambitious targets. Your personal qualities will include drive, resilience, and ambition for KEEN and for your own achievements.

You will take part in our **accelerated leadership training programme**, and have a high level of responsibility with excellent potential for career progression.



“The person in this role will be critical to KEEN's success during the next very exciting chapter of our growth. We're looking for someone as ambitious to make a difference as we are.”

**Jim McMahon, Chair of Trustees**

## The role

We have worked hard in recent years to strengthen our income streams and lay good foundations for growth. We are now looking to build on these foundations with income growth and diversification through 2021/22 and into the future.

Our understanding and monitoring of the difference we make has also developed substantially in recent years, but there is much more to achieve in strengthening and connecting this with other aspects of our work.

## Your key responsibilities

### Secure KEEN's income in line with annual targets:

- Lead on all aspects of philanthropic and sponsorship income generation, developing and writing grant applications, growing our supporters and patrons scheme, ambassadors fund, and branch fundraising
- Lead on growing our earned income streams, including training, workshops, and consultancy services
- Undertake all related development activity including communications, reporting requirements, and record keeping
- Explore strategic partnerships and co-funding opportunities with external stakeholders

### Lead on impact monitoring, evaluation, and reporting

- Develop and deliver appropriate impact monitoring and evaluation processes.

## Key details

- **Reporting to:** CEO
- **Salary:** £19,539-20,539 starting salary
- **Location:** Office in East Oxford. Open to flexible/remote working arrangements, some travel to London anticipated
- **Hours:** Full time permanent contract with flexible working hours and 28 days annual leave.
- **Start date:** Ideally April 2021 but flexible for right person
- **Closing date for applications:** Midnight on Sunday 14th March 2021

- Support our programme team to implement meaningful monitoring and evaluation across all projects
- Ensure that learning is captured, distilled, and shared to drive our own activities, support income generation, and promote best practice

### Contribute to KEEN's campaigns, influencing, and national growth

- Help lead our policy development, influencing, and campaigns - working closely with our CEO
- Contribute to KEEN's wider national growth in line with our disabled person-led ethos
- Participate in relevant training and professional development opportunities

## Who we are looking for

### Prior experiences which will be beneficial include:

- Fundraising/income generation
- Policy, advocacy, or campaign work
- Contemporary publicity, marketing, design, and use of social media
- Managing high volumes of varied work and working to fixed deadlines
- High quality report writing
- Leadership and management of people and teams
- Relationship building with a variety of organisations


### Personal qualities that this role requires include:

- Commitment to equal opportunities and inclusion
- Ambition for the organisation and your own achievements

- Highly driven to succeed and resilient
- An exceptional communicator, able to convey complex information clearly and to inspire and enthuse others
- Ability to understand and interpret numerical information at pace, including budgets and reporting
- A team player, committed to working supportively with others
- Skilled at diplomacy and engagement, with a practical, easy manner
- The ability to work effectively and efficiently unsupervised
- Detail-oriented with high personal standards for work, time-management and organisation

**We particularly welcome applicants with a lived experience of disability.**





“We love heading to the rink with KEEN each term. Getting out on the ice, learning, and making friends - that's what it's all about”

**Oxford University Ice Hockey Team, KEEN  
Community Partner**

## The application process

### **APPLY ONLINE HERE.**

For alternative application methods email us at [rupert@keenuk.org](mailto:rupert@keenuk.org).

**The closing date for applications is midnight on Sunday 14th March 2021, however we encourage early applications.**

General enquiries or requests for an informal conversation about the role can be made to the same email above. After the closing date, shortlisted applicants will be invited to complete a practical assessment and interview.

**We look forward to hearing from you soon!**

We value the diversity of our employees, and aim to recruit a workforce which reflects the diverse communities we work with.

We welcome applications from all suitably qualified individuals, irrespective of disability, age, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.

We have guidance in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including making reasonable adjustments for impairments.



Follow us @LOVEInclusion  
@KEENOxford



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