



**DEVELOPMENT MANAGER
CAMBRIDGE
£27,615 - £38,024 PER ANNUM**

Who we are

HLF is the UK's leading funder of our diverse heritage and gives grants to a wide range of projects involving the local, regional and national heritage of the United Kingdom. We fund the entire spread of heritage including historic buildings, museums and archives, natural heritage and the histories of people and places. We have awarded £6 billion to more than 37,000 projects across the UK.

The Role

The primary purpose of this role is to lead the Development Team and manage development work in the East of England by

- Delivering an efficient project enquiry service
- Planning and implementing outreach strategies with a view to developing good quality applications including priority development areas and amongst under-represented communities
- Taking a lead role on communications, and advocacy work in the East of England
- Supporting local engagement work by fostering effective working relationships with key partners

The Person

- Demonstrable experience or in-depth understanding of relevant statutory and voluntary sectors in East of England. Experience of providing advice to community organisations and/or under-represented groups is highly desirable
- Understanding of the geographic, socio-economic and attitudinal issues involved in the distribution of lottery funded grants. Knowledge and experience of grant-giving processes is highly desirable
- Knowledge and/or experience of at least one heritage or grant distribution sector is desirable
- Experience of report writing and collating/ summarising information and statistics for a variety of audiences, including local and national media
- Proven experience of staff/line management is desirable
- Experience of complex project management and delivery is desirable
- Demonstrable commitment to equality and diversity supporting the organisational corporate objective to enhance diversity in grant giving; governance and the workforce

How you can apply for this Opportunity— Follow the link to

https://forms.hlf.org.uk/applications/HLFJobs_PublicPortal.ofml

Or visit our website **<http://www.hlf.org.uk/about-us/jobs-hlf>** and view further details and complete the application form on line.

Closing date midnight Monday 20 April 2015, interviews to be held in our Cambridge Office on Monday 18 May 2015