



Development Officer Recruitment Pack



Overview



Job title Development Officer

Salary £28,000 pro rata

Hours 20 hours per week

Contract 12-month fixed-term contract. Extension dependent on funding

Application deadline 5pm

Thursday 14th May

Interview date Week commencing the 18th May

Interview In-person at Grange Pavilion



About Grange Pavilion



Grangetown is one of Cardiff's largest, most diverse wards, and at the heart of this community sits Grange Pavilion.

Grange Pavilion is a resident-led community centre in Grange Gardens, a popular inner-city park. Grange Pavilion is a place to gather; it provides affordable space for learning, being active, creative and connecting. It is home to the Hideout, an award winning café, and the Grangetown Youth Forum.

Grange Pavilion has won numerous awards including Royal Society of Architects in Wales (RSAW) 'RSAW Welsh Architecture Award' and 'RSAW Client of the Year' (2022), Constructing Excellence in Wales 'Value' Award (2022) and Cardiff property Awards 'Civic Development' award (2021) for the design and architecture of the building and for our innovative and collaborative approach to building a community centre with, by and for its community. It has a biodiverse outdoor space for gardening, seasonal growing, and environmental programmes: a regular community garden group, a safe play area, and places to sit and relax outside, which are all part of the design. RSAW celebrated the Grange Pavilion's design and values in its 'Revealing Wales' film series, [viewing link here](#). The building welcomes and collaborates with a variety of groups and people. Working with young people, elders, families, and those newly arrived in Wales.

Grange Pavilion is known for bringing the community together to celebrate, learn, develop, fundraise and get together on special community occasions such as Eid and Christmas.

Grange Pavilion is led by our CIO (Charitable Incorporated Organisation) board of trustees, which comprises Grangetown residents, individuals from local organisations with key expertise, and community volunteers. We were constituted in 2017 and achieved charity status in June 2018, and have been working in partnership with Cardiff University's Community Gateway since our inception. Films celebrating the physical and online (during lockdown) launch of the Grange Pavilion can be viewed at [Grange Pavilion Official Launch - May 2022 - YouTube](#) and [Celebrating the online launch of Grange Pavilion](#).

Articles describing the Grange Pavilion can be viewed at the links below:

- [The thriving hub in the middle of Grangetown that's become the heart of the community](#)
- [Grangetown comes together to celebrate official launch of pavilion](#)



Job description

The position of Grange Pavilion Development Officer requires an individual who can effectively manage and cultivate relationships with funders and partners supporting the Grange Pavilion. This will be a hybrid role, with flexible remote work and access to a shared office in the Pavilion. You will be responsible for securing financial support from various public and private funders and maintain these relationships to establish a sustained support portfolio for our work. Reporting to the Grange Pavilion Charity Director and the Grange Pavilion CIO Board, you will also play a key role in developing mechanisms to support the growth of local charitable groups and organisations and emerging businesses that regularly use the Pavilion to benefit the local area.

The role includes occasional evening and weekend work.

Core values:

1. Respect: We value each individual's worth and uniqueness, promoting an atmosphere of mutual respect and consideration for all community members.
2. Fairness: We are dedicated to treating every person equitably and justly, providing equal opportunities and consideration to all without discrimination.
3. Inclusivity: We celebrate diversity and work diligently to include everyone's perspectives, fostering an environment where everyone feels valued and heard.
4. Individuality: We recognize and honour the individuality of each person, appreciating their differences and contributions to our community.
5. Community Ownership: We understand the significance of community ownership and endeavour to maintain a venue that serves the community's needs and aspirations.



Grant Funding

- Identify and assess funding opportunities from Trusts, Foundations, public bodies, and other grant-makers.
- Develop and submit high-quality funding applications aligned with community priorities and organisational strategy.
- Co-design project proposals with residents, volunteers, and partners to ensure inclusive, community-led delivery.
- Prepare accurate budgets, evidence, and monitoring frameworks for all submissions.
- Maintain clear systems for tracking prospects, deadlines, reporting cycles, and multi-year commitments.

Corporate Partnerships and Sponsorship

- Work closely with the Charity Director to secure and steward corporate sponsorships and long-term partnerships.
- Build and manage relationships with corporate supporters, including in-kind donors, pro-bono partners, and volunteer programmes.
- Develop sponsorship packages, partnership proposals, and stewardship plans that strengthen organisational sustainability.

Community Partnership Programme

- Manage the Community Partnership Programme, supporting partners to deliver meaningful activity.
- Provide ongoing support, communication, and problem solving for community partners.
- Manage the programme's monitoring and evaluation, capturing outcomes, learning, and partnership impact.

The above duties and responsibilities are not exhaustive and other reasonable duties may arise in line with the development of the role and requirements from the Board of Trustees.

Community Fundraising

- Lead and grow the Grange Pavilion Membership Programme, increasing membership numbers and engagement.
- Develop member benefits, communications, and engagement opportunities that build loyalty and community connection.
- Maintain accurate membership records, renewals, and reporting.
- Produce clear, engaging fundraising content for newsletters, social media, and community updates.
- Lead Community Fundraising Campaigns managing relationships and communication.
- Build engaging content about fundraising initiatives, engaging effectively and professionally with our current donors, and working with colleagues to incorporate this message into Grange Pavilion communications and social media posts.

Administration, Monitoring and Reporting

- Maintain accurate records of donors, sponsors, applications, reporting deadlines, and income.
- Track funding applications, reporting cycles, project outcomes, and partnership activity.
- Provide regular updates to the Charity Director and CIO Board on fundraising performance, membership growth, and partnership development.

Project Delivery and Community Impact

- Support or lead delivery of funded projects, ensuring outcomes, budgets, and timelines are met.
- Facilitate co-design processes with residents and partners to ensure projects reflect local priorities.
- Oversee monitoring, evaluation, and reporting to capture learning and demonstrate impact.

Essential Criteria

- Proven experience in fundraising.
- Experience building and managing partnerships.
- Ability to manage corporate sponsorships, in-kind donations, and supporter relationships professionally.
- Strong project management skills, with the ability to deliver activity on time, within budget, and to agreed outcomes.
- Experience of monitoring and evaluation.
- Excellent written and verbal communication skills, with the ability to produce clear, compelling content for different audiences.
- Ability to manage multiple workstreams, prioritise effectively, and maintain accurate records and tracking systems.
- Experience supporting community-led or co-designed projects, working collaboratively with residents, volunteers, and partners.
- Strong interpersonal skills, with the ability to build trust, maintain relationships, and represent the organisation professionally.

- Commitment to inclusion, community empowerment, and the values of Grange Pavilion.
- Willingness to work occasional evenings and weekends

Desirable Criteria

- Experience managing a membership programme or similar supporter scheme.
- Experience managing multi-partner initiatives.
- Knowledge of Cardiff's community, voluntary, or corporate sectors.
- Experience working in a community centre, charity, or social enterprise environment.
- Experience using CRM systems or fundraising databases.
- Experience producing reports for Boards, funders, or senior leadership.
- Experience coordinating or supporting community events, workshops, or engagement activity.
- Welsh or another community language skills are desirable.

Terms of employment



Post Title: Grange Pavilion Development Officer

Salary: £28,000 pro rata

Duration: 12 month fixed term contract, extension possible and increased hours possible dependent on funding.

Hours: 20 hours per week

Probation period: 6 months

Location: Hybrid, with shared office space in Grange Pavilion, Grange Gardens, Cardiff, CF11 7LJ

Work from home days to be agreed with Charity Director

Application process

Please email us your CV and Cover Letter with the job title in the subject line. CV and Cover letter should be a maximum of two sides of A4 outlining your desire to join Grange Pavilion and how you meet the criteria for the role.

We can accept your application in two ways:

- Written statement (no more than two pages)
- Video (no more than three minutes)

In addition, please attached a completed Equal Opportunities Monitoring form

Applications should be emailed to board@grangepavilion.wales.

Grange Pavilion operates name-free recruitment. All applications will be subject to anonymisation and the recruiting panel will not see personal information such as a candidate's name and address during the sifting process. This policy is in line with our commitment to end bias and promote equality and diversity.

If you would like to have an informal, confidential conversation about the role, please contact board@grangepavilion.wales.





THE HIDEOUT

