

## **Dyslexia- SpLD Development Officer**

Fixed term contract to 31 March 2012 (0.7 FTE)

£8,750 (based on a five-month contract, £30,000 pro rata)

Bracknell

The Dyslexia-SpLD Trust (DST) is a consortium of organisations involved in promoting improved practice and outcomes for individuals with dyslexia and specific learning difficulties. The Trust aims to provide exciting opportunities for a wide range of stakeholder groups to work together. Their role is to provide reliable information to schools, parents, teachers, government and the wider sector on dyslexia, early identification, resources and best practice.

We are currently looking to recruit a part-time Development Officer, which is a new post within the team. This role will ideally suit someone with a keen interest in education and special needs with sound knowledge and skills in fundraising and relationship development. We are looking for someone with good communication skills and interpersonal skills to represent the Trust on Trust business.

### **Role:**

The Development Officer will be responsible for the development of relationships and working partnerships with all parties interested in meeting the aims and objectives of the Dyslexia-SpLD Trust. The Development Officer will work closely with the Trust Directors to develop fundraising opportunities, stakeholder and networking relationships and in the development and delivery of external communications.

### **Duties:**

1. Raising awareness of the Trust and its work, at national level – this may include dealing with the media.
2. Working across all forms of media and communication and producing supporting materials such as newsletters to promote the Trust's work.
3. Increasing funds by developing and implementing a strategy for fundraising to improve sustainability. This will be in close consultation with partner organisations to avoid conflict and existing relationships. A key intention will be joint ventures with other VCS organisations and Trusts to demonstrate added value.
4. Working with the administrator to manage and update databases to record donor contact and preference information.
5. Develop relationships with stakeholders, partners and key allies.
6. Assist the Directors in the management of external shows, in particular regarding the design and production of materials, and attend/represent the Trust. Support the Directors and external public relations consultants in developing media strategy, drafting press releases and dealing with the media.

7. Assist the Trust Directors in attending meetings with stakeholders to promote the Trust's work.
8. Submit monthly reports on progress of the fundraising and stakeholder activity.

### **Essential Skills and Experience**

- Strong communication skills, both written and verbal
- Strong ability to build relationships
- Ability to handle the press, other media and other PR specialists
- Experience of fundraising
- Experience of drafting communication materials in a variety of formats
- Ability to handle sensitive issues and information with confidentiality and tact
- Good knowledge of Microsoft Office
- Excellent team player

### **Desirable skills**

- Experience of contributing towards and attending national events
- Experience of managing websites

If you wish to apply for the role, please send your CV and a short covering letter to:  
[info@thedyslexia-spldtrust.org.uk](mailto:info@thedyslexia-spldtrust.org.uk)

The closing date is 5pm on Friday 7 October 2011.

Short listed candidates will be notified 10 October 2011.

Interviews will take place 12 or 13 October

Post to commence 31 October 11

If you have not heard from the Trust by Wednesday 12 October, please consider your application unsuccessful.