



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Job Title: Projects Development Manager

No of Posts: 1

Salary: (£36,000 - £39,000 depending on experience) life insurance, cash health plan

Status: Full Time, 37.5 hours per week over 5 days

Holidays: 24 days plus Bank Holidays per annum plus birthday off.

Based at: Wigan Town Centre Location with occasional regional and national travel.

Responsible to: CEO

Accountable to: Multi-bank Board of Trustees

To Apply: Please upload a CV and Covering letter outlining why you would be an asset to our charity using this link: <https://hr.breathehr.com/recruitment/vacancies/43308>

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received.

Closing Date: 31st October 2025

Interviews: w/c 3rd November 2025.

SUMMARY

The Brick is an ambitious charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering tailored support, hope, and opportunity to those looking to improve their quality of life. Our core work is in homelessness, and these projects include emergency and supported accommodation, street outreach and homelessness prevention programmes.

In March 2023, we launched England's first multibank in partnership with Gordon Brown and Amazon. We have since distributed 3million household items, donated to us by businesses, to families in need via a network of over 400 professional partners across Greater Manchester and neighbouring towns. We have huge ambitions to grow this project across the northwest by increasing funding donations and hence capacity. We also operate an affordable food community, serving 600 households every month with affordable food and distribute pre-loved furniture items to families in need across the Wigan Borough. In

addition, we provide a final finish service to Wigan Council where we refurbish 200 void social properties ready for their next tenant every year, turning houses into homes.

We are now looking for a Project Development Manager to build on all these specific anti-poverty programmes, capitalise on synergies and develop a long-term financially sustainable operational plan. In joining our team, you will be a believer in the right to equal life chances with a passion to improve lives through collaboration and innovation. You'll have outstanding numeracy and data analysis skills, relationship management and influencing experience and will be tenacious. You'll be self-motivated, strategically experienced, commercial and an analytical leader. You'll also be someone who has experience of networking, public speaking and fundraising campaigns as well as storytelling and understanding social impact.

JOB PURPOSE

We have an opportunity for an exceptional manager to develop and lead the capacity building strategy of the Brick Multi-bank and other anti-poverty projects. You will be a key member of our senior team, tasked with leading the development and management of key structures, processes, funding and frameworks to drive effective delivery and realisation of our strategic goals. You will work closely with donors and suppliers, partners, and the network of other multi-banks in Fife, Wales, Teesside, Midlands and London to identify and overcome operational challenges to distribution - growing our reach considerably. The successful candidate will also work closely and assist our Distribution Team Lead with growing our network of community partners to ensure they receive excellent operational support and customer service. We are continually evolving our processes, and you will work within a culture of continuous improvement to improve and grow our projects to maximise outcomes for people. The main, key responsibility of this role is to build partnerships, fundraise, and devise and implement a strategy to generate income of £250-£300k per annum, from a broad portfolio of Trusts & Foundations, including working to submit compelling applications of the highest standard. Part of this role will involve managing the Multibank Team and 2 x PT Brick Food Community Managers as well as assisting with sourcing supplies across both food and essential household items, analysing synergies across furniture welfare and final finish and bringing our anti-poverty projects together.

KEY TASKS & RESPONSIBILITIES

Key accountabilities

Operations

- Evaluate and assess the sector need for essential household goods across a northwest geographical landscape. Devise and implement a fundraising plan for sustainable growth in order to meet third sector need across the region.
- Oversee stock control and distribution development of a CRM system, maintain timely records of accounts, allocations, offers and case management so that impact is measurable
- Develop strong strategic vision and leadership on all multibank fundraising activities including applications, appeals, events and more.
- Work with partner businesses, suppliers and hauliers to implement best practice processes and reduce costs for the multi-bank whilst maximising acceptance of goods.
- Develop and deliver a long-term income generation strategy, based on delivering growth through both fundraising and bid writing/foundations/trusts. It should include meeting ambitious income targets, to enable the multi-bank to meet its strategic objectives.

Leadership and management

- Ensure an inclusive and welcoming team culture in line with our vision, mission and organisational values.
- Manage the warehouse manager and oversee all members of the multi-bank, food community and delivery teams, including volunteers to work to develop their own strategies, plans, priorities and targets in line with best practice in their area.
- Work closely with all other teams, including finance and operations, communications and homelessness service delivery teams to set ambitious targets, ensure we are maximising our opportunities and delivering an excellent experience for our funders and stakeholders.

Performance management

- Ensure that The Brick Multibank meets all contractual requirements set by donors and strategic funding partners and supplies high quality reporting on project and funding commitments.
- Working closely with all stakeholders, design and communicate an annual fundraising plan for the Multibank based on maximising our return on investment. Lead a bold, ambitious fundraising strategy, meeting an annual target of £250,000 to £300,000.
- Work with the CEO, trustee board and other colleagues to identify and develop strategy and connections with potential funders to maintain a strong prospect pipeline.
- Develop and manage supporter, supplier, donor and partner journeys to improve the stakeholder experience, ultimately meeting the goal of increased supplies and income.
- Secure high-value grants through excellent outcomes and applications; manage the process for grant applications, reporting, administration, and regular check-ins with funders.
- Undertake recruitment when necessary to ensure that the team can deliver its strategic objectives.
- Develop and maintain strong relationships across key supporters and partners.

Budgeting and finance

- Work closely with the financial controller to develop and manage project budgets.
- Develop monitoring and evaluation frameworks that support the team to track progress and measure success.
- Oversee financial reporting to management and funders.
- Set and control an annual department budget.

Governance & Compliance

- Ensure that project activity is compliant with the Fundraising Regulator's Codes of Practice, the Charity Commission, as well as GDPR, Health and safety and all other relevant regulatory bodies.

Experience and Skills:

- Understanding of the anti-poverty landscape and systemic barriers, with a commitment to equity and working in solidarity with marginalised communities.
- The ability to demonstrate knowledge and awareness of the issues experienced by people living in poverty, and awareness of the issues faced by people with lived experience.
- Exceptional planning and organisational skills, with an ability to meet deadlines, manage multiple demands and competing priorities, while maintaining high quality standards. The ability to translate big picture into actionable plans.

- Track record of generating sustained income from a range of different sources including sponsorship, national businesses, trusts, foundations, as well as major donors and individual giving.
- Exceptional project and change management skills and experience related to multi-stakeholder projects for organisations involving cross-functional teams.
- Excellent knowledge or experience of integrated marketing, strategic communications, planning theory and best practice.
- Excellent written and verbal communication skills to motivate, influence and negotiate both internally and externally.
- Demonstrates a high level of interpersonal skills including influencing and negotiation.
- Great ability to work as part of a team within a networked structure, and to maintain good working relationships with colleagues across functional and geographical boundaries.
- Strong experience of utilising brand, audience insight and the engagement funnel for integrated marketing communications activations.
- Creative communications experience with a good knowledge of latest trends.
- Strong analytics skills, in distilling large amount of information into useable outputs.
- Significant ability to work in a fast-paced environment and to adapt work plans flexibly depending on external opportunities.
- Commitment to The Brick's values and ways of working.

PARTNERSHIP WORKING

The Brick is committed to delivering Wigan Council's Progress with Unity approach and as such we are asking for applicants who are committed to delivering:

- **Create fair opportunities for all children, families, residents and businesses**
"Together, we will break down the barriers that create financial, health, education and environmental inequalities in our borough."
- **Make all our towns and neighbourhoods flourish for those who live and work in them**
"Together, in genuine partnership with our residents and businesses, who know our communities best, we will help each town and neighbourhood in the borough to celebrate and maintain their identity whilst understanding and helping to achieve what is needed to thrive."

OTHER

Health and Safety

In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety and the health and safety of colleagues, mentors and service users and other persons who may be affected by acts and omissions.

Reporting any incidents and Safeguarding concerns in a timely and effective manner following the Wigan tier report system.

Diversity

Understand and implement The Brick's Equality and Diversity Policy

Out of Hours

You will be expected to undertake work on weekends and evenings.

Be willing to undertake and assist in fundraising activities which may occur out of hours.

Promoting fundraising for the Charity

To promote good communication within The Brick and the Charity as a whole.
To ensure good time management

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies.

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support or staff from different backgrounds.

Person Specification
Projects Development Manager

	Essential	Desirable	How to be achieved
Courageous and dynamic but able to work within a wider team with authority, promoting trust and openness.	✓		Application form and interview
Computer literate with good working knowledge of MS Office, in particular Excel and Word.	✓		Application form and interview
Advanced Excel skills and ability to analyse and manipulate large datasets	✓		Application form and interview
Exceptional interpersonal and communication skills, oral and written, with excellent networking and listening skills who has ability to liaise and influence at a senior level.	✓		Application form and interview
Excellent organisation, prioritisation, and time management skills, with the ability to deliver to deadline and within budget. Experience of budget setting, monitoring, reforecasting, and delivering to target.	✓		Application form and interview
High degree of personal initiative, self-motivated and proactive.	✓		Application form and interview
The strategic and entrepreneurial mindset to create and implement an ambitious fundraising and income generation strategy while personally stewarding significant relationships.	✓		Application form and interview

Track record of supporting others in, securing donations and grants in excess of £20k from individuals, corporate sponsors, and trust funders.	✓		Application form and interview
Ability to Continuously identify opportunities for process improvement and cost reduction.	✓		Application form and interview
Experience in relationship building with suppliers, donors, funders	✓		Application form and interview
Proven track record of managing a project from inception to completion	✓		Application form and interview
Experience working in or alongside lived experience-led organisations.		✓	Application form and interview
Understanding of devolved and local government policy landscapes.		✓	Application form and interview