



**DRESS FOR SUCCESS®**

FOYLE - NORTHERN IRELAND

### **JOB DESCRIPTION**

<b>POSITION:</b>	<b>Programme Manager - Dress for Success</b>
<b>LOCATION:</b>	Foyle Women's Aid: Foyle Trust area, Strabane, Limavady and Belfast City
<b>RESPONSIBLE TO:</b>	Director of Foyle Women's Aid
<b>SALARY SCALE:</b>	£33,106
<b>HOURS OF WORK:</b>	35 hours per week (evening and weekend work may be required) Travel: working and travel to more than one site will be required to fulfil the demands of the post

### **JOB PURPOSE**

To manage the Dress for Success Affiliate to offer long-lasting solutions that enable women to break the cycle of poverty, empowering women to change, and to obtain safer and better futures. To ensure clients are provided with professional attire to secure employment, but even more than that. To ensure that the training programmes delivered provide the confidence that women carry forever, the knowledge that she can actively define her life and the direction she takes, and what success means to her.

### **MAIN RESPONSIBILITIES**

1. Work closely with the local Dress for Success Board and Advisory Committee.
2. Collaborate with Dress for Success Worldwide in terms of reporting and development requirements, to cultivate and activate new corporate and individual support.
3. Manage the Boutique and the daily operations.
4. Manage the Careers Centre on the delivery of the programme of workshops, seminars and events.
5. Plan and successfully execute Dress for Success training programmes within the targets.

6. Responsible for the set-up of new branches in other parts of Northern Ireland.

### **Events**

7. Plan and successfully execute Dress for Success events and emulate events hosted by other affiliates.
8. Represent Dress for Success at off-site meetings and events.
9. Cultivate retailer relationships and donations of designer clothing.
10. Plan and execute designer clothing sales.

### **Corporate Sponsorships and Fundraising**

11. Cultivate and activate corporate sponsorship and individual support for events.
12. Sourcing and completion of funding applications.
13. Collaborate with Dress for Success Worldwide development team on national fundraising campaigns.
14. Develop internal timelines and tracking systems to ensure efficient and effective sponsorship proposal processes, from identifying key foundational supporters, to drafting and creating final proposals, to final delivery submission process and tracking outcomes.
15. Enter, track, manage and acknowledge all individual donor, corporate donor and grant data on the global E-Tapestry System, and pull regular donor and fundraising reports for donor analysis.

### **Volunteers**

16. Build, develop and support a team of volunteers, ensuring appropriate staffing levels and engagement and working closely with the Volunteer Coordinator.
17. Provide supervision to interns and work on special development, fundraising and event projects.

### **Social Media**

18. Manage all local social media channels, Mail Chimp e-blasts and newsletter communications/campaigns to promote Dress for Success and to increase brand awareness.

### **Project Management**

19. Responsible for the effective project management and coordination of Dress for Success projects and programmes.

### **Public Relations**

20. Ensure that your conduct contributes to maintaining good public relations between Dress for Success and other agencies/stakeholders.
21. Engagement with local communities and stakeholders, building strong relationships and promoting Dress for Success at all times.

### **Supervision & Training**

17. Be aware of your own training needs and attend relevant training courses in consultation with your Line Manager.
18. Prepare for and positively contribute to your Performance Development Reviews (PDRs) and attend regular supervision sessions as required.

### **Monitoring & Evaluation**

19. Contribute to the monitoring and evaluation of all services, and ensure that all procedures are adhered to.
20. Inform and liaise with the Director on a regular basis in regard to project development and implementation.

### **Finance/Fundraising**

21. Ensure that the services operate within the agreed revenue and capital budgets, and work closely with the Finance Department.

### **Health & Safety**

22. Ensure that Health and Safety regulations are adhered to, as stipulated in the Health and Safety Policy. Ensure that a healthy and safe environment exists for all staff and volunteers.

### **Confidentiality/Data Protection**

22. Respect the confidentiality/data protection of all personal information received as a result of the post holder's duties.
23. Adhere to the Confidentiality Policy and Procedures and the Data Protection Policy and Procedures, with a client-centred approach at all times.

### **Any Other Tasks**

23. Adhere to policies and procedures at all times.
24. Provide verbal and written reports as requested.
25. Prepare for and regularly attend team meetings and other local meetings as and when required.

The job description is intended to indicate the broad range of responsibilities and requirements of the post, and is neither exhaustive nor prescriptive. The post-holder is therefore expected to undertake any other duties as may be reasonably required.