



Job Title: Development Officer

Location: The Turning Point London NW10 4HT + agreed Hybrid

Hours: 21pw

Rate: £30ph (self employed basis)

Contract Duration: 6 months (fixed term) – Appropriate checks will be carried to verify right to work in the UK, and ensuring that the officer is DBS clear.

Application Deadline: 15.06.2025

Expected Interview date: 20.06.2025

Expected start date: 30.06.2025 or 07.07.2025

About CVS Brent

CVS Brent is a local infrastructure organization, strengthening and building an effective voluntary, community and social enterprise sector in the London Borough of Brent.

We contribute to the creation of an independent, trusted and sustainable voluntary, community and social enterprise sector (VCSE); to further develop a thriving civil society. This is achieved through the provision of expert advice, information and guidance, networking and partnership work.

Brent is the 2020 London Borough of Culture(s) where people are proud of their culture and background. It is a vibrant London borough where the iconic arch of Wembley Stadium dominates the skyline. Spanning both inner and outer London, it is a borough of huge contrasts in terms of its economic, environmental, ethnic and social make up. Brent is the most ethnically diverse local authority in the country; this is evident to all who visit. Our long history of ethnic and cultural diversity has created a place that is truly unique and valued by those who live and work in the borough.

About the Role:

The Development Officer will play a vital role in supporting the progress of CVS Brent's Development and Funding strategy. Our mission through this role is to find stability and encourage growth, with a view to having strong partnerships across sectors that support the delivery of exceptional VCSE services. This role is critical in helping raise CVS Brent's Profile, develop new concepts of working, encourage a move towards Radical Place Leadership, partnership workings and deliver on London Borough of Brent's Social Value agenda. Over the past two years CVS Brent has had to overcome some organizational issues that have affected its ability to generate funds that support the delivery of projects, and develop partnerships to support its sustainability. Our Development strategy aims to reinforce existing relationships and explore new opportunities. The successful candidate will have a

strong background in building relationships and securing funding, with a focus on maintaining connections with current supporters and engaging new partners.

Key Responsibilities:

- Conduct prospect research to develop key working relationships across sectors and boroughs, including potential partnerships with the GLA, Funders (i.e. Wembley Foundation) MOPAC, Central Government (Ministry of Housing, Communities and Local Government of the United Kingdom), Health Authority, and others.
- Become involved in our Strategic Review (June 2025 – October 2025).
- Write compelling proposals that support fund generation and development of partnerships.
- Manage partnerships and draw to the attention of the CEO any potential opportunities.
- Collaborate with staff in CVS Brent, particularly those involved in program delivery and evaluation, to create insightful proposals and reports.
- Consider the London Borough of Brent's aims and objectives when developing proposals to give due consideration to projects or partnerships.
- Organise meetings and networking opportunities with potential partners, engaging relevant CVS Brent staff in presentations and pitches.

About You:

- You have organisational development experience within a second-tier body or VCSE organization
- Awareness of Funding and A target-driven and enthusiastic approach to organizational development, with a track record of delivering persuasive proposals.
- Track record of successful partnerships
- You can influence and negotiate with partners, funders and local government
- You possess excellent organisational skills, attention to detail, and the ability to work independently and as part of a team.
- Strong communication and relationship-building skills are essential, along with a passion for creating social impact.
- Have the ability to multi task

Diversity and Inclusion:

CVS Brent is committed to increasing the diversity of our workforce. We strongly encourage applicants from minority backgrounds and applicants with disabilities to apply.

Application Information:**Submission:**

The application is by CV and covering letter. Your letter should be no more than 2 pages in length, should explain both why you are interested in the post of Development Officer and why you think you would be an excellent candidate for CVS Brent. Please apply by sending an email titled 001 Development Officer to recruitment@cvsbrent.org.uk.