



# Phab

## JOB DESCRIPTION

- JOB TITLE:** Charity Development Officer for the West Midlands, part-time
- LINE MANAGER:** Phab Operations Manager
- PURPOSE:** The support, maintenance and promotion of Phab Clubs in the West Midlands and outreach to promote the creation of new clubs.

### BACKGROUND

Phab is a national charity dedicated to the integration of people, with and without physical disabilities, in the community. Phab does this through a network of clubs and a range of projects and awareness-raising activities. Phab is constantly striving to increase its public profile at local, regional and national levels. The post-holder's role in the overall programme will be one of vital importance for the medium-term future.

### KEY RESPONSIBILITIES

The Charity Development Officer will provide support, advice, information and guidance to Phab clubs in the West Midlands. Key responsibilities will include:

- promoting best practice in all aspects of Phab's work,
- keeping up to date with legal and health and safety requirements, and communicating any changes to Phab club leaders
- organising West Midlands club meetings, conferences, networking and events,
- encouraging members to attend such events,
- providing support with local fundraising,
- helping with recruitment of members and volunteers,
- supporting with press work and PR,
- conducting outreach into areas where there is no Phab club and helping new groups to set up,
- offering training for Club leaders and members,
- researching and promoting opportunities for partnership working, both between clubs and with other organisations.

The Charity Development Officer will be the centre of information for Phab Clubs within the region and a point of contact between Clubs, with Head Office, and with Statutory Agencies. With their support, the Phab Clubs will be able to function much more efficiently, raise money effectively and provide more, better events and services for their members. We will also be encouraging new Clubs to start up, and partnership working with other voluntary organisations and statutory services.

Phab, Summit House, Wandle Road, Croydon CR0 1DF.  
Tel: 020 8667 9443  
[www.phab.org.uk](http://www.phab.org.uk)

## PERSON SPECIFICATION

### Essential attributes

- Experience of disability issues and commitment to equal opportunities
- Experience of working with a wide range of people both with and without disabilities
- Excellent communication skills, both written and verbal
- Fundraising experience
- Good organisational and administrative skills
- Ability to work unsupervised and be self-motivating
- Computer literate
- Driving licence
- Flexibility, as some anti-social hours work will be involved.

### Desirable

- Press/PR experience
- Knowledge of statutory and voluntary sector support agencies for people with a disability
- Experience of delivering training
- Knowledge of Phab Clubs and activities

The successful candidate will be subject to an Enhanced CRB check through Phab.