

## HEAD OF DEVELOPMENT

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| <b>Job title:</b>      | Head of Development   |
| <b>Hours:</b>          | Full time or part time (minimum 0.8 FTE)                        |
| <b>Location:</b>       | Hybrid working  |
| <b>Contract:</b>       | Permanent   |
| <b>Reports to:</b>     | Director, Cambridge Global Health Partnerships                  |
| <b>Direct reports:</b> | Fundraising Officer   |
| <b>Salary:</b>         | circa £55,000 per annum<br>(depending on skills and experience) |

### About Cambridge Global Health Partnerships

Cambridge Global Health Partnerships (CGHP) was born out of the belief that health should not be predetermined by where we live. We are a charitable programme based on the Cambridge Biomedical Campus and are a linked charity to ACT (Addenbrooke's Charitable Trust).

Since 2007, we have been strengthening health systems across the world through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working to support hospitals, and healthcare organisations to share specialist expertise, share learning and achieve sustainable change. This is a two-way process involving healthcare workers, academics and students from the NHS, especially Cambridge University Hospitals and from other NHS care providers in the East of England region working with colleagues and partner institutions in the Global South.

Our work is ambitious, values-led and grounded in safe, effective and ethical practice.

This is an exciting time to join CGHP as we strengthen our sustainability, expand our partnerships and grow our impact. If you are a strategic relationship-builder with a strong track record in fundraising and business development, this is a rare opportunity to shape the next phase of growth for a respected organisation working for global health equity.

### The role and your team

CGHP has a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus, East of England and through our international partner healthcare institutions.

As Head of Development, you will lead CGHP's income generation and strategic partnership activity, helping to secure the funding and relationships needed to deliver long-term impact. This is a senior role with scope to shape organisational growth, influence strategy and strengthen sustainability.

Working closely with the Director, you will build a high-quality development function, grow a diverse funding pipeline and develop influential partnerships across the NHS, academia, philanthropy and international health. You will also contribute to senior leadership, governance and organisational planning.

- Lead CGHP's development and income generation strategy.
- Build and manage strong relationships with donors, funders and strategic partners.
- Develop high-quality bids, proposals and funding opportunities.
- Contribute to organisational leadership, governance and growth.

You will be joining a small, committed team and with the opportunity to make a visible and meaningful contribution.

## KEY RESPONSIBILITIES

- Strategic responsibility and leadership of development function, with income responsibility of circa £1 million.
- Develop and deliver CGHP's development and income generation strategy, with responsibility for a diverse funding pipeline, clear income targets and high-quality bids, proposals and donor reports.
- Build and maintain senior relationships with donors, funders and strategic partners across the NHS, Cambridge Biomedical Campus, academia and international health, ensuring opportunities are aligned with CGHP priorities.
- Work as part of the CGHP senior leadership team, supporting the Director with strategic planning, organisational performance and prioritisation, and deputising when required.
- Contribute to governance and organisational leadership, including engagement with the CGHP Committee and ACT Trustees as appropriate.
- Lead and build the development function, including effective systems for pipeline management, donor stewardship, reporting and use of the CRM.
- Ensure fundraising and development activity is well-managed, compliant and appropriately resourced, including line management of the Fundraising Officer and oversight of relevant events and assurance reporting.

### General corporate requirements

- a. Adhere at all times to ACT's policies and procedures as varied from time to time
- b. Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- c. To ensure the effective and efficient use of ACT's resources
- d. To ensure that all duties are carried out to the highest possible standard.
- e. To be aware of individual responsibilities under the Health and Safety at Work Act (1974).
- f. To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (2018).
- g. To work in line with the Fundraising Regulator's Code of Fundraising Practice 2025 and other relevant legislation and guidance
- h. To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.
- i. To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- j. To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.



**We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.**

## APPLICATION PROCESS

If you are interested in applying for the role, or you would like more information, please contact Hannah Pate at Not For Profit People by email on [hannah@nfp-people.co.uk](mailto:hannah@nfp-people.co.uk)

The closing date for applications is 8<sup>th</sup> July 2026.

## PERSON SPECIFICATION

### Essential

- Substantial senior experience in development, fundraising or business development, with a strong track record of securing significant income from trusts, foundations, major donors, institutions or strategic partnerships.
- Experience of developing and delivering income generation strategies and pipelines, alongside strong written communication skills for bid and proposal development.
- Excellent relationship management, influencing and leadership skills, with sound judgement and the ability to deliver in a small, ambitious organisation.
- Commitment to global health equity and to CGHP's values of safe, effective and ethical practice.

### Desirable

- Experience in global health, international development, the charity sector or the NHS, and experience of working with trustees, boards or governance structures.
- Experience of building or strengthening a development function and of line management and team development.

## KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience in global health, international development, the charity sector or the NHS.
- Experience of building or strengthening a development function.
- Experience of working with trustees, boards or governance structures.

## ADDENBROOKE'S CHARITABLE TRUST

### CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
- Your Birthday off
- Cycle 2 Work Scheme