

Job Description

Post:	Business Development Manager
Location:	Knowsley, Merseyside
Responsible to:	Chief Executive Officer
Hours:	35 per week, Monday – Friday
Salary:	£34,000 + 6% pension contribution

Purpose

We are looking for a motivated and established business development manager who has experience in growing a non-profit organisation and can assist in further developing the financial security and sustainability of The First Step. The post-holder will cover the whole spectrum of duties and needs to think strategically and work operationally. They will need to be confident in representing the organisation externally and coordinate and maintain strong working relationships.

Duties and Key Responsibilities

1. Develop and implement strategic business development plans to achieve company goals.
2. Develop and implement a fundraising strategy to maximise income with clear measurable targets.
3. Represent the organisation with key stakeholders and funders.
4. Support the CEO with business administration.

Communications

1. To sensitively raise the profile of The First Step with relevant audiences, promoting the work we do, the impact we have and the difference we make.
2. Ensure the website, social media and all forms of external communication are informative and always kept up to date.
3. Draft short articles and press releases to promote our funded work and promote opportunities for further funding.
4. Support the Chief Executive in the development of presentations and reports e.g., in relation to funding and trustee reporting.

5. Work with colleagues to sensitively develop case studies in line with the charity's confidentiality policy.
6. To assist in the organisation of events.

Finance Management and Performance

1. To manage an allocated budget in conjunction with the CEO.
2. To ensure efficient management of relevant financial records and processes in accordance with the relevant procedures and the agency's financial controls policy.

Equality and Diversity

1. To be aware of the cultural and any additional needs of vulnerable adults and children using the services.
2. Actively promote the provision of equity and access by The First Step and promote non-discriminatory practices in all areas of work.

Strategy and Planning

1. To liaise with key stakeholders, conduct research and reports to support the Chief Executive in production and delivery of the ongoing income generation strategy.
2. To keep updated on changes or proposed changes in relevant legislation, policy, and practice.
3. Develop and lead on the fundraising strategy.

General Duties

1. To participate in training courses, internal and external, relevant to the post, or to The First Step's commitment to providing a quality service to its service users and stakeholders.
2. To input and maintain accurate information to the Charity's database systems.
3. To attend internal/external meetings as required.
4. To carry out any other reasonable duties that may be required by the CEO.
5. To fully comply with the charity's policies e.g., Equal Opportunities, Confidentiality, Lone Working, Health & Safety, etc.

General

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. The job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the ACT and any failures to disclose such convictions could result in dismissal or disciplinary action by The First Step. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Principal Terms & Conditions

- Salary paid monthly.
- Employer pension contribution of 6%.
- 35 hours per week.
- Business mileage allowance of 45p per mile.
- 25 days annual holiday pro rata for part time plus statutory bank holidays.
- 365-day access to an Employee Assistance Programme.
- Death in service benefit.
- Funded till April 2025.

Business Development Manager – Person Specification

This person specification states the essential experience, knowledge, skills and attitudes which the selection panel will use to draw up a shortlist of applicants to be interviewed. When filling out your application form, please think carefully about how you can demonstrate that you meet each of the criteria in the person specification and give examples wherever you can. It is insufficient simply to repeat what it says in the person specification.

Education/Qualifications

Essential

- Strong skills in written English – preferable degree level or equivalent qualification.

Desirable

- Relevant qualification e.g., via Chartered Institute of Management or Chartered Institute of Marketing – this will not outweigh experience.

Experience

Essential

- Relevant other experience will be considered e.g., marketing, sales.
- Track record of meeting and exceeding targets.
- Experience developing strong partnerships with corporates, trusts, foundations, and major donors.
- Delivery of fundraising/marketing campaigns on and offline.
- Preparing reports and presentations.
- Delivering a high level of customer service internally and externally.
- Recording and monitoring activity and contacts.
- Working within relevant legislation.

Desirable

- Experience of working in a relevant charity e.g., refuge, children’s centre, vulnerable people, complex needs.

Skills, Abilities and Knowledge

Essential

- Excellent written and verbal communication skills.
- Evidence of track record of meeting and exceeding targets
- Ability to build long term relationships and to persuasively explain the value of the work of The First Step.
- Excellent research and analysis skills

- Excellent organisational skills, with the ability to manage multiple activities, prioritise, meet deadlines, and operate without close supervision.
- Understanding of Fundraising regulator guidelines
- Knowledge of statutory, trust funding criteria and an ability adapt in line with these.
- Lead and develop a fundraising strategy.
- Develop and manage major donor relationships.
- To work closely with the CEO and Senior Management Team.

Desirable

- To develop and coordinate a database system to track and monitor funder/ potential funders.
- Experience of developing large fundraising events.
- GDPR and data protection regulation.
- An understanding of domestic abuse and its impact.

Personal/Attitudes/Qualities

Essential

- Empathy for the aims of the charity and those it supports.
- Commitment to anti-discriminatory practice and equal opportunities.
- Positive, can do, flexible attitude.
- Willingness to work occasional unsociable hours.
- To be flexible within the broader remit of the post.

General

- This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for an Enhanced Disclosure to be made to the Disclosure & Barring Service for details of any previous criminal convictions.

Summary Terms and Conditions of Employment

Terms of appointment: Confirmation of appointment will be subject to the satisfactory completion of a probationary period. This will normally be of six months (less for short term contracts). During this time an employee will be expected to establish their suitability for the post.

Salary: Salary is paid in arrears through bank credit by the 15th of each month. Part time staff receive pro-rata payment based on hours worked.

Pension TFS is enrolled with TPT Retirement Solutions pension scheme. TFS normally contributes 6% of salary and towards the group pension scheme.

Annual Leave TFS offers an annual leave entitlement of 25 days per year in addition, we offer all public holidays. All leave entitlement is calculated pro-rata for part time employees.

Other leave Employees have contractual rights to time off for reasons of sickness, maternity and other circumstances.

Asylum and Immigration Act 1996: To confirm your right to work in the UK, Women's Aid will need to see the original of at least one document from a specified list (available on the gov.uk website). Most commonly this is a British Passport.