

Role description

Post:	Business Development Officer		
Location:	Homebased		
Contract type:	Full time		
Contract length:	Permanent		
Reports to:	Head of Business Development		
Grade:	6		
Line Manages:	N/A		

Job Purpose:

Play a pivotal role in SCIE's income generation activities by; developing and maintaining key customer relationships, working closely with colleagues to develop bids, supporting the development of and bring to market new products and ensuring the recording of accurate and up to date income data. This is all with the objective of ensuring that SCIE is well placed to achieve it's overarching objective of transforming social care and improving outcomes for people who draw on care and support.

Main Duties

The Business Development Officer will have a crucial role at SCIE providing support to the organisation in three key areas:

- 1. Identifying opportunities to develop and co-produce new products and support offers that address the needs of our key audiences and ultimately improve outcomes for people who draw on care and support.
- 2. Increasing income in key areas, including our well developed training offer through the effective communication of our products and support both verbally as part of enquiries and relationship management processes
- 3. Leading and contributing to the development of compelling bids and proposals on a range of topics across all of our work programmes

- 4. Producing accurate and timely reporting on a range of business development activities for a range of internal and external audiences
- 5. Working with colleagues across the organisation to develop and embed new systems and processes that improve ways of working and help us to meet the objectives setting out through business planning

General responsibilities:

- 1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- 2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
- 3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
- 4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
- 5. Other tasks as may be required, commensurate with the level of the post

General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

Person Specification

1 Aptitude/abilities/skills

- A great communicator, with evidence of strong written and verbal communications skills and the ability to convey complex subject matter, persuasively to different audiences.
- Good organisational skills and experience of working to deadlines whilst coping with competing priorities
- Ability to work effectively within and across teams

2 | Education/knowledge

 Intermediate /advanced IT skills in; Microsoft Office including, Word, PowerPoint, Excel, Outlook and Teams, as well as CRM, project management and/or finance systems. (A role holder must be willing to be trained on in house and specialist IT programmes & software packages)

3 Experience

- Proven experience of income generation and working in a business development setting, including supporting the development of new products and bringing them, successfully to market.
- Experience of identifying, mapping and implementing new ways of working
- Experience of developing and maintaining key customer accounts / relationships

4 Personal Characteristics

- Ability to work on own initiative with a minimum of supervision
- A clear understanding of and commitment to equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity
- A self-starter, able to work proactively and with one's own initiative to drive SCIE's income targets.

5 Desirable criteria

Knowledge of the health and social care environment