

## Job Description

|                           |  |
|---------------------------|--|
| <b>Job Title</b>          | Business Development Manager   |
| <b>Service/Department</b> | Income Generation and Engagement   |
| <b>Salary</b>             | £37,128  |
| <b>Hours</b>              | 37.5 hours Monday- Friday  |
| <b>Base</b>               | Hybrid with frequent travel across Mid and North East Essex. (Base in one of the offices Chelmsford, Colchester and Clacton) |
| <b>Responsible to</b>     | Head of Income Generation and Engagement   |

### Job Summary:

The Business Development Manager will work with the senior leadership team to ensure the development and growth of the charity in line with objectives and income aspirations outlined in the strategic and operational plans by

- Scanning for and securing funding for the charity through writing bids and proposals for new and existing contracts with statutory organisations e.g. NHS, Public sector
- Developing applications and cases for support aimed at securing income from trusts and foundations.

Developing new, and nurturing current relationships with commissioner, partners and funders across the mental health system of Mid and North East Essex in conjunction with senior colleagues.

Scoping and identifying opportunities for service development within existing services and new service development with operational colleagues ensuring that the lived experience panel are at the heart.

### Key Responsibilities:

- **Bid Development and Proposals:** To lead on bid development and coordinate the end-to-end delivery of high-quality bids from responses to PQQs, ITTs, requests for funding bids and pitches ensuring all bids are compliant.
- **Grant Applications:** Create cases for support and complete grant applications for trusts and foundations. Manage and steward grant, trust and foundation organisations ensuring accurate reporting and record keeping upon award.
- **Service Development:** Developing service improvements to existing services related to new opportunities, developing new services in conjunction with Head of Operations and senior leadership team. Bring the operational team together to conceptualise and support the development of new products to meet market demands and fill market gaps. Keep up to date with current developments, policy changes and competitor activity – looking for ways to use this knowledge to innovate service delivery and provide challenge for current ways of working
- **Partnerships:** Represent the organisation at relevant partnership meetings to ensure our part in the mental health eco system of Mid and North East Essex on behalf of CEO and/or Head of Income Generation and Engagement continues to grow. Develop partnerships with national/local organisations to facilitate business opportunities working with colleagues to ensure new and current relationships and partnerships are cultivated and sustained.
- **Project Manager:** To use project management principles to ensure all aspects of bid mobilisation from planning, to co-ordinating, liaising with commissioners, funders, partners and all relevant teams work towards the goal of meeting mobilisation targets ensuring smooth handover to operations.

- **Co-ordinating Theory of Change work:** Managing the University of Essex KTP team member with evaluation project, collecting evidence and impact measures.
- **Opportunities Group:** Managing the flow of information around opportunities and leading the monthly meetings
- **Other:** Working within professional boundaries and adhering to policies and procedures. Perform other duties that are within the scope, spirit and purpose of the job and as requested by the Head of Income Generation and Engagement and the CEO.

**Organisational values:** *Post-holders must demonstrate the following:*

| <b>Value</b>        | <b>Phrase</b>   |
|---------------------|---|
| <b>Listening</b>    | We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day          |
| <b>Co-Producing</b> | We believe that the people affected by a service are best placed to help design it and reach collective outcomes together |
| <b>Trusted</b>      | We build trust in our communities by consistently delivering high quality services and being honest in everything we do   |
| <b>Inclusive</b>    | We develop inclusive services and support that respect the diversity and dignity of everyone in our communities           |
| <b>Innovative</b>   | We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions   |
| <b>Supportive</b>   | We foster a culture of empathy, respect and open communication to support our communities and each other                  |

**Person Specification**
**POST: Business Development Manager**

| Category                      | Essential  | Desirable   |
|-------------------------------|--|---|
| Education & Qualifications    | <p>Good level of education to enable effective verbal and written communications and credibility.</p> <p>Evidence of continuing professional development and a willingness to learn</p>  | <p>Project Management qualification, training or CPD</p> <p>Financial Management qualification, training or CPD</p>   |
| Experience of                 | <p>Leading / managing complex projects and budgets</p> <p>Creating, completing and/or managing bids and proposals to a high and successful standard</p> <p>Dealing with and managing confidential and sensitive information</p> <p>Putting together compelling funding/grant applications and experience of the full procurement process</p>   | <p>Designing / implementing services and/or projects with multiple parties and partners</p> <p>Worked for a charity and/or in the field of mental health</p> <p>Experience of working in service evaluation</p> |
| Skills, Abilities & Knowledge | <p>Ability to spot and explore opportunities creatively working within perimeters</p> <p>Excellent organisational and planning skills</p> <p>Strong presentation, influencing, coaching and communication skills, in both oral and written forms.</p> <p>Highly effective at prioritisation, able to manage multiple projects.</p> <p>Able to analyse and evaluate data</p> <p>Well-practiced and effective at identifying risks and acting upon early warning signs of emerging issues..</p> <p>Ability to motivate staff and influence key stakeholders and partners</p> | <p>Knowledge of the Health and Mental Health eco system in Mid and North East Essex</p> <p>An understanding of the commissioning landscape</p>  |
| Personal Characteristics      | <p>Bold and Creative</p> <p>Honest and courageous</p> <p>Tactful and diplomatic</p> <p>Car Driver</p>  |   |