



**St Vincent de Paul Society
(England & Wales)**

JOB DESCRIPTION

Job title: **Business Development Network Manager**
Reports to: **Director of Retail, Trading & Social Enterprise**
Number of direct reports: **0**

Objectives: The primary objective of this role is to network across the country to seek opportunities with Local Councils, Charities and like-minded Organisations and negotiate, develop and deliver new projects that are financially profitable and in line with our values and our social responsibilities. Examples may be: Revive shops on HRWC, shops in high streets within Regeneration Programmes, shops in partnership with other charities, pop up shops in universities, and corporate business connections.

Working closely with the Director of Retail, Trading & Social Enterprise this role will ensure all these projects will increase the financial contribution to the wider Society, but also raise our profile and make a difference to the local community in which the projects are based and have broader positive environmental impact.

Main Responsibilities:

- To work with Local Councils and Government bodies in the regeneration of the high street and find new shop opportunities
- To work with Local Councils, and other organisations to develop profitable recycling and reuse projects
- Research and develop new commercial business opportunities such as Revive Stores on Wastes sites (HWRC) or in high streets
- Build links and partnerships with Universities and similar organisations and deliver rummage sales, kilo sales, pop up shops and donation drives
- Seek and develop Social Enterprise projects in keeping with our values which are financially viable and meet the need of the communities involved, particularly focused on the circular economy where we already have a wealth of resource
- To explore opportunities and develop projects that collaborate with like-minded organisations and corporate businesses, e.g. end of line stock
- To write costed business plans and proposals and see the projects through to completion including negotiation with all contractors and suppliers
- Successfully hand over completed projects to relevant SVP colleagues
- To contribute, develop, manage, and report on financial budgets, income and costs regularly with a focus on net surplus generation, working closely with finance
- To analyse financial performance and other statistical data and provide detailed reports as required
- To be accountable for delivering agreed targets, standards, and operational compliance

- To ensure compliance with all aspects of Health & Safety, Safeguarding, statutory legislation and SVP Policies and Procedures
- Have an understanding of other SVP work and be able to promote it to external contacts appropriately.
- To work with the SVP members and local conferences to compliment their work and develop links
- To communicate appropriately with wider staff, cascading key messages and information when required

The above list is not exhaustive and duties relevant to the post or the individual's experience may be required from time to time. Variation may also occur to the duties, responsibilities and place of work at the request of your line manager without changing the general character of the post. Any variation will always be discussed with the post holder and their line manager.

PERSON SPECIFICATION – Business Development Network Manager

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of Education, preferably to Higher or Degree level 	
Experience	<ul style="list-style-type: none"> • Proven track record in researching, negotiating and developing new and net surplus generating projects • A proven track record in networking and building relationships to further new projects • An understanding of the third sector and relevant political, economic and social agendas • Experience with tender processes • Experience of working collaboratively with other organisations e.g. Local Councils • Relevant experience in negotiating business deals • Experience managing key stakeholder relationships • Experience of financial management and budgetary control, and proven ability in 	<ul style="list-style-type: none"> • A proven track record in researching, negotiating and developing new and net surplus generating projects in the third sector, social enterprise and the wider re-use sector • Knowledge and understanding of the SVP • Wider fundraising experience: completing grant applications and experience with funders

	business planning, and maximisation of net surplus	
Knowledge	<ul style="list-style-type: none"> IT literate with good competence in the use of Microsoft Office 	<ul style="list-style-type: none"> Understanding of ReUse legislation Understanding of legal and compliance legislation within contractual agreements
Skills & Attributes	<ul style="list-style-type: none"> Excellent communication and interpersonal skills and evidence of using them to communicate with different audiences Demonstrated organisational ability Excellent and natural networking, influencing and negotiating skills, including the ability to collaborate and build partnerships through the development of contacts with senior external stakeholders Business growth and development skills Creative thinking for new opportunities Ability to research and develop contacts of influence and like minded organisations Self-motivated and positive attitude Pro-active and creative approach to income generation and service provision and sensitivity Empathy and understanding of SVP Ethos and values – and commitment to them Demonstrated commitment to continuous improvement, training and development Supportive of change; embed new initiatives and drive growth 	

	<ul style="list-style-type: none">• Analytical, decision making and problem solving skills• Initiative, adaptability and creative thinking• Planning and organisation skills• Ability to be adaptable and work flexible hours and in different locations with possible overnight stays• Ability to manage time and work on own initiative. Deal with pressure and prioritise between conflicting demands to make prompt decisions based on knowledge/ experience in exceptional circumstances.• Full driving licence and car available for business travel• Effective people management skills	
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