

Business Development Officer

Job Description

Job Title: Business Development Officer
Salary: £33,669 - £38,220 per annum (FTE)
Hours: 22.5 (3 full days)
Reports to: Chief Executive
Location: Base at The Media Centre, Huddersfield, HD1 1RL with remote working across Kirklees. A full, clean driving licence and use of your own vehicle with adequate insurance are required for travel across the whole of Kirklees during working hours. Travel expenses are paid for work journeys.

Role Purpose:

The Business Development Officer will lead on identifying, developing and securing sustainable income opportunities that support the long-term growth and sustainability of the organisation.

The post holder will represent the organisation at community meetings, partnership forums, strategic networks, commissioning events and steering groups to raise the profile of the organisation, influence local priorities and identify new growth opportunities.

Working closely with the Senior Management and Trustees, the Business Development Officer will develop strategic partnerships, identify funding opportunities, produce and submit high-quality bids and tenders, and support the creation of innovative projects and services that meet local need.

The post holder will be responsible for maintaining a pipeline of opportunities from initial relationship building through to submission and award, with all final submissions approved by the Chief Executive.

Main Responsibilities and Duties:

- Identify, research and pursue sustainable income opportunities through grants, trusts, tenders, contracts, and partnership funding.
- Develop and maintain a business development pipeline aligned with organisational priorities.
- Monitor local, regional and national funding opportunities and commissioning intentions.
- Research emerging community needs and market trends to identify growth opportunities.
- Develop new project ideas, service models and partnership opportunities that generate sustainable income.
- Produce regular reports on opportunities, submissions and income generated.

Bid and Tender Development

- Lead the development, writing and submission of funding applications, grant bids and tender responses.
- Coordinate contributions from operational staff and partners to produce compelling applications.
- Gather evidence, impact data, case studies and statistics to strengthen submissions.
- Develop project plans, delivery models, outcomes frameworks and budgets for inclusion within applications.
- Maintain a library of organisational information, policies, case studies and supporting documents.
- Monitor bid outcomes and maintain accurate records of submissions and feedback.
- Ensure all bids, tenders and funding applications receive final approval from the Chief Executive before submission.

Strategic Partnerships and Networking

- Build strong relationships with local authorities, West Yorkshire Combined Authority, NHS organisations, commissioners, businesses, funders, community organisations and strategic partners.
- Represent the organisation at networking events, conferences and sector meetings.
- Develop collaborative partnerships that enhance service delivery and create new income opportunities.
- Promote the organisation as a trusted and valued delivery partner.
- Maintain regular contact with key stakeholders and decision-makers.

Community and Stakeholder Engagement

- Attend community meetings, forums and events across Kirklees and surrounding areas.
- Build relationships with local residents, community leaders and partner organisations.
- Gather intelligence and feedback from communities to inform future service development.
- Increase awareness of the organisation's services and impact.
- Identify unmet needs and opportunities for future programmes and projects.

Strategic Representation

- Secure representation on relevant steering groups, boards, partnerships and working groups.
- Represent the organisation professionally in strategic discussions and consultations.
- Gather intelligence from strategic meetings and communicate opportunities to senior leaders.
- Contribute to influencing local strategies and funding priorities where appropriate.

Marketing and Organisational Profile

- Support the promotion of organisational achievements, projects and impact.
- Develop case studies and success stories for use in bids and marketing materials.
- Contribute to communications, reports and presentations that enhance organisational reputation.
- Work with colleagues to showcase outcomes and demonstrate social value.

Monitoring and Reporting

- Maintain accurate records of contacts, opportunities, partnerships and bid activity.
- Monitor and report on business development targets and outcomes.
- Produce project evaluations and impact assessments.
- Contribute to impact reporting and organisational performance monitoring.
- Ensure compliance with funder requirements and organisational policies.

Additional Requirements

- To comply with all organisation policy and procedures.
- To be aware of, and assume the appropriate level of responsibility for Health and Safety and Fire regulations.
- To be aware of, and assume the appropriate level of responsibility for Safeguarding the welfare of children, young people and vulnerable adults and to follow the Trust's safeguarding policy and procedures.
- To carry out duties at all times in compliance with the Trust's Equal opportunities.
- To agree that the Trust will apply for an Enhanced Disclosure from the Disclosure & Barring Service at the point of commencing in the post and on a regular basis as determined by the Trust, provide evidence of identification to support the application, declare any criminal convictions at the point of application and declare any subsequent criminal conviction so that the Trust can consider if it adversely impacts upon the post holder's role.
- To undertake any other duties as required by the Director.
- Attend and actively participate, taking joint responsibility for regular monthly meetings and support and supervision and annual appraisals.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.