

Business Development Officer PERSON SPECIFICATION

You will need to demonstrate in your application and at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of the desirable criteria will also assist you in your application. Your supporting statement should be concise, explain why you are suitable for the role with particular reference to the job description and person specification.

Key

A = Application

P = Presentation

T = Test

I = Interview

Criteria	Requirement	Essential/ Desirable	Measurements
Experience	- Proven experience of business development, fundraising or income generation. - Experience of writing successful grant applications, bids and tenders. - Experience of building and managing partnerships with a range of stakeholders. - Experience of networking and representing an organisation externally. - Experience of developing projects or services in response to identified needs. - Experience of working towards income generation targets. - Experience of contract management. - Experience of working with local authorities, NHS organisations and public sector commissioners. - Experience of social value, community development or employability programmes.	Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable	AI AI AI AI AI AI AI AI AI
Skills and Abilities	- Excellent bid, tender and proposal writing skills. - Strong networking and relationship-building abilities. - Excellent verbal and written communication skills. - Ability to identify opportunities and convert them into tangible outcomes. - Strong research, analytical and problem-solving skills. - Ability to manage multiple priorities and deadlines. - Ability to prepare budgets and project plans. - Competent IT skills, including Microsoft Office.	Essential Essential Essential Essential Essential Essential Essential Essential	AIT AI AI AI AI AI AI AI
Knowledge	- Understanding of the voluntary, community and social enterprise sector. - Understanding of grant funding, commissioning and procurement processes. - Understanding of partnership working and stakeholder engagement. - Understanding of project development and evaluation. - Knowledge of local and regional funding landscapes.	Essential Essential Essential Essential Desirable	AI AI AI AI AI
Personal Qualities	- Self-motivated and proactive. - Professional and confident ambassador for the organisation. - Innovative and solutions-focused. - Strategic thinker with strong commercial awareness. - Flexible and adaptable. - Committed to equality, diversity and inclusion. - Passionate about supporting communities and creating positive social impact.	Essential Essential Essential Essential Essential Essential Essential	AI AI AI AI AI AI AI

Other Requirements	1. Commitment to equality, diversity, inclusion and safeguarding	Essential	AI
	2. Ability to work independently and use initiative	Essential	AI
	3. Willingness to work occasional evenings/weekends as required	Essential	AI
	4. Understanding of confidentiality and professional conduct	Essential	AI
	5. Full enhanced DBS check will be carried out at the cost to the company.	Essential	AI