

Head of Business Development Vacancy

Application pack

May 2024



**GREATER
MANCHESTER
YOUTH
NETWORK**

#YoungPeopleCan



Salary: £43,421 - £49,498

Hours: Full Time -35 hours per week

Base and delivery: Flexible working arrangements available such as flexible hours, working from home, with occasional meetings required at our Manchester office.

Deadline: Monday 10th June- 12pm

www.gmyn.co.uk

#YoungPeopleCan



A warm welcome from GMYN!

Thank you for showing an interest in joining GMYN. The charity is at an exciting period of development and this role will play a huge part in our future plans.

GMYN's ambition is to develop a growing and diverse community of support from various funders, commissioners and partners. GMYN has a variety of fundable programmes/models with demonstrated impact that is attractive to funders and supporters/commissioners alike. We also have various partnerships and key strategic links which provides great opportunities for this post.

Reporting to our CEO and supported by the wider team, you would be joining GMYN at an exciting time of organisational development. You will have genuine scope and freedom to apply your existing knowledge, trial new approaches and help make a huge impact to young people's lives.

The role:

We are looking for an experienced, confident, and committed Head of Business Development to join our growing charity. This senior role is part of GMYN's leadership team and would be responsible for coming up with new business opportunities to generate income, as well as produce proposals to various funders and trusts.

It is a hugely exciting time to join GMYN and the Head of Business Development is a vital role. The charity is growing and extending our programmes and services across Greater Manchester, and we will be launching our new three year strategy in July. This role is key to support with leading the charity to achieve financial and growth targets as well as coming up with new and innovative business opportunities.

You will also have the opportunity to influence the future direction of GMYN as a member of the Senior Leadership Team, providing strategic input into how we deliver our services to help transform the lives of young people.





About us...

For many young people, moving towards a positive future isn't easy. Greater Manchester Youth Network (GMYN) supports young people aged 10-25 from across Greater Manchester by offering innovative and exciting opportunities that they are not able to access elsewhere.

Our developmental programmes and drop-in activities help young people to strengthen social connections, improve wellbeing, increase confidence, develop skills and have a say on issues that matter to them.

Our key focus is supporting young people who face particular challenges, including: cared-for young people and care leavers, disabled and neurodiverse young people, unaccompanied asylum seeking children (UASC)/new arrivals, young people with social, emotional and mental health (SEMH) needs, and young people who are not ready for work.

Our vision is #YoungPeopleCan

Our mission is to enable young people to have a positive impact on their own lives and the wider community.

Founded in 2007, Greater Manchester Youth Network (GMYN) has grown from a single volunteering project to an established and highly respected charity delivering multiple youth programmes across Greater Manchester. GMYN has supported marginalised young people, providing new opportunities and chances to progress in life.

GMYN was created through a need to provide opportunities and support for young people struggling and needing help. We saw an opportunity to take a chance and create a new charity that could provide help and support, and involve young people directly in shaping what we do. 17 years later, we are continuing to work hard to continue supporting the young people of Greater Manchester.

Impact

GMYN's work is guided by our [Theory of Change](#) which outlines why we are needed, our approach, our activities and our intended outcomes which are that young people have:

- Extended wellbeing
- Strengthened social connections
- Developed new skills
- Boosted their contribution to their community
- Increased confidence





Our approach to being more inclusive:

GMYN aims to create an inclusive welcoming environment for young people and all those who work or volunteer at GMYN or wish to join #TeamGMYN. Whilst our staff are diverse in many ways, we recognise we are not fully representative of the communities that we serve, and we want to change this.

GMYN is ambitious about diversity, equity and inclusion and wants to improve. If you've got the right skills and experiences, we want to hear from you.

We actively encourage applications from people of colour, people from working class backgrounds, disabled and neurodiverse people, and/or people who have relevant lived experience of the challenges we help young people to tackle. All applications are welcomed and each will be assessed on its own merit

Who are we looking for?

Our ideal candidate will have an enthusiastic attitude as well as experience in developing and growing services, ideally for young people. You will have significant experience in business development and/or income generation with a proven track record of meeting targets with strong commercial awareness.

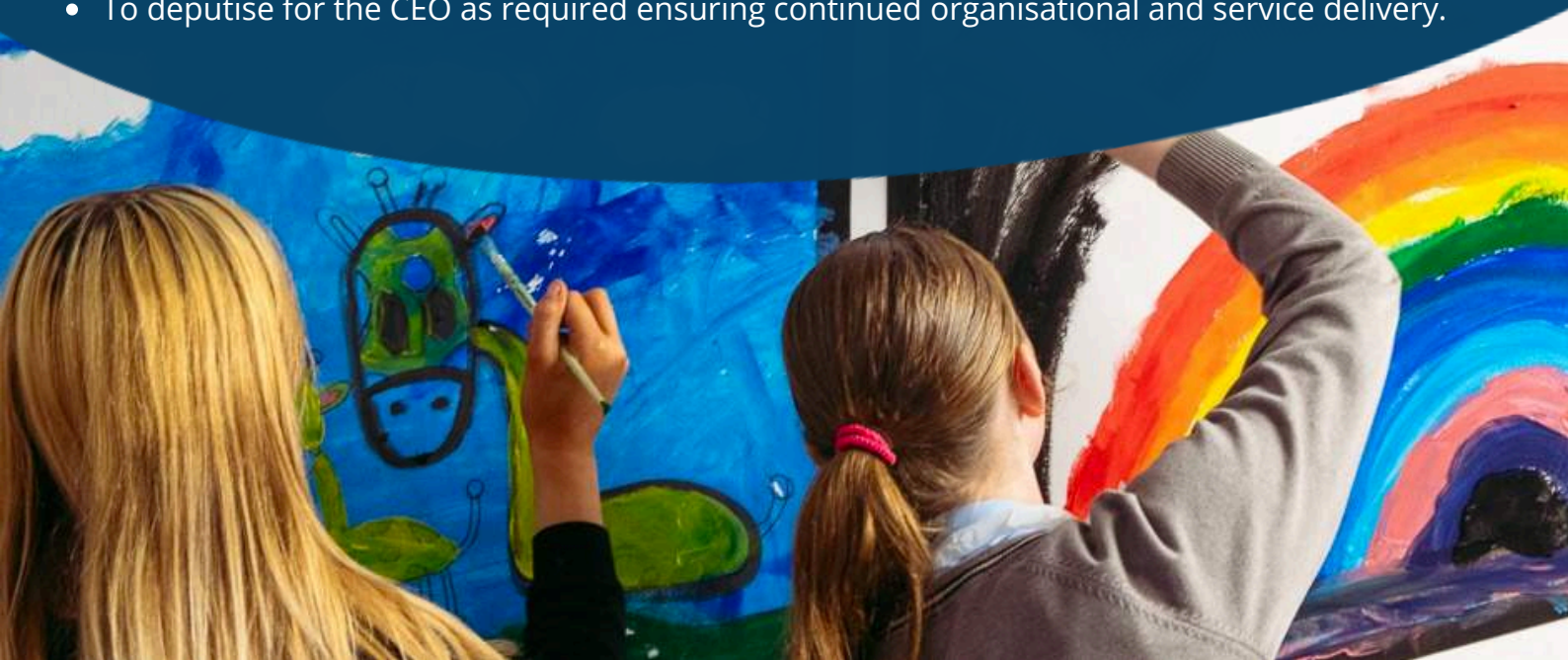
You will be confident in managing, inspiring and engaging with both external and internal stakeholders and be a flexible and committed team player.

You will also need experience in helping lead change within an organisation, supporting our team on our journey of growth and sustainability.



Key responsibilities

- Lead on all commissioning activity at GMYN directly with commissioners and through tendering activity.
- Lead and support the creation of high-quality bids to a variety of local and national funders/foundations.
- Develop a thorough understanding of GMYN's programmes and services in order to promote and create business development opportunities to generate income.
- Identify new opportunities across Greater Manchester to identify new partnerships and collaborations based on consultation and research (e.g. housing, health, schools, commissioners, colleges, local authorities and local businesses).
- Promote and secure funding for GMYN's existing traded services (training, consultancy) and develop new ones to create new income generation opportunities.
- Develop and maintain relationships with new and existing stakeholders including funders, delivery partners, businesses and participants.
- Design and implement an income generation strategy alongside the CEO that supports growth, and impact of GMYN's programmes.
- Provide strategic overview for GMYN's design of new programmes and impact measurement, ensuring GMYN can evidence the difference we make.
- Line management of the organisation's Fundraising and Development team.
- To form a key part of the GMYN Senior Leadership team, supporting the day to day running of the organisation.
- Contribute to helping GMYN provide a positive, ambitious and collaborative team culture.
- To deputise for the CEO as required ensuring continued organisational and service delivery.



Our offer, joining



At GMYN, we strive to be inclusive. We are regularly reviewing our practices to create a welcoming and supportive environment and encourage suggestions and feedback from staff to improve our offer.

Annual Leave: All staff receive 25 days of annual leave in addition to the public bank holidays, pro rata for completed hours worked. This offer rises after three years employment with an extra day each year (capped at 30 days). We also provide additional "Gift Days" during Christmas when the office is closed.

Happy birthday: GMYN allows all employees to take a day off from work to celebrate their birthday.

Wellbeing Days: Staff also benefit from five annual wellbeing days as part of their holiday allowance. Wellbeing days are 'no-questions-asked' days of annual leave, to be taken on the day they are needed, to allow you time away to alleviate stress and manage your mental wellbeing.

Flexible Working: We operate flexible working hours and working from home policies to allow you to fit your personal commitments around your work.

Remuneration: We are a living wage employer, setting salaries in line with NJC scales and reviewing annually.

Pension: We offer an 8% pension scheme with 3% employer contributions.

Employee Assistance Programme (EAP): Staff have access to a 24/7 service offering a wide range of support, including life support, legal information, bereavement support, CBT online and much more.

Sage Employee Benefits Programme: GMYN offers staff a benefits package through Sage. There are various benefits on offer through this scheme, which include the following:

- Access to an online GP. This can include getting prescriptions.
- Health advice. This includes numerous articles on various health related matters.
- Discounts on gym membership at Health Clubs.
- Cinema savings, shopping discounts and holidays. Discounts available through a variety of retailers.

Volunteering/Development hour: GMYN allows all staff members the opportunity to take one hour out of their working week to either volunteer or engage in a development hour. This hour is paid as normal. The development hour can consist of anything that increases their knowledge about an aspect of their role or that is related to the work of GMYN.

Social Value: GMYN provides itself on our approach to social value and our impact on our local and wider environment. We are always looking for ways to improve and actively engage our team to come up with new ideas to improve our environmental impact.

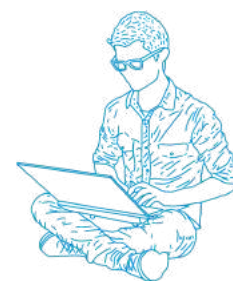
Cycle to Work Scheme: GMYN provides the Cycle to Work scheme, supporting staff to buy a bike, with the cost of the equipment repaid by the employee through salary sacrifice.

Personal Specification:

You don't have to have worked in the voluntary youth sector previously. Our aim is to find a suitable candidate that can meet the selection criteria below. This can be from a past/current income generation/business development role, or a role with transferable skills.

More importantly we are looking for someone with genuine passion for working for a youth charity. Someone who can join our fundraising team and make a big impression, helping us to achieve our income generation goals. We want to hire an enthusiastic person who can maintain positive working relationships with various supporters, delivery partners and all stakeholders.

- Proven experience in achieving new business and generating income for an organisation, with relevant experience in a similar role or a role with transferable skills.
- Experience of successful bid production and bid management – from identification of opportunity through to submission.
- Track record in successful tendering for retention of contracts and new business.
- Experience of developing and maintaining effective networks, relationships, and partnerships – internally and with external stakeholders – to support development of proposals and service design.
- Knowledge of public sector commissioning, particularly from a third sector and ability to work with local authorities and other funders.
- Knowledge of the structures of the voluntary/statutory and private sectors with regards to supporting the funding and delivery of youth programmes.
- Experience of line management of various roles with proven experience of developing, motivating and supporting staff in key roles.
- Experience in programme/project management including a thorough understanding of measuring outcomes and impact.
- Strong strategic planning and analytical skills, with the ability to identify opportunities and develop effective strategies.
- Ability to work on own initiative, take day-to-day decisions and delegation.
- Ability to communicate, negotiate and engage with people at a senior level.
- Ability to articulate and translate service delivery models into compelling, structured, and high-quality written proposals.



How to apply

Your invitation to interview will be based on how you demonstrate that you meet the points on the person specification. We will consider skills and experiences from various roles if you can demonstrate how they can be transferable to this role.

You can apply using either of the following methods:

- **Send a CV and cover letter (maximum 2 sides of A4).**
- **Send a CV and audio/video version of your cover letter (between 5 - 10 minutes).**

Please send your application to jobs@gmyn.co.uk.

Please also complete an Equality & Diversity Monitoring Form which will be collected separate from your application and kept confidential. Please send this separately to EDI@gmyn.co.uk

Closing date: Monday 10th June - 12 noon.

Interviews will take place on Tuesday 18th June.

We are committed to safeguarding and protecting young people at GMYN. All posts are subject to a safer recruitment process which includes which includes robust vetting, DBS checking, scrutiny of references and previous employment.

