



**NFCC**  
National Fire  
Chiefs Council

<b>Job Title</b>	Business Development Manager
<b>Employer</b>	12 months Fixed-term contract with potential to extend
<b>Salary Band</b>	£40,000 - £45,000
<b>Department</b>	Commercial and Events
<b>Section</b>	Strategy, Insight and Portfolio
<b>Location</b>	Working from home, but travel to meetings throughout the UK. Some overseas travel may be required.
<b>Reports to</b>	Head of Commercial and Events
<b>Staff Directly Responsible for</b>	None

### **Summary of role:**

The NFCC is a charity and membership organisation, representing all Fire and Rescue Services across the UK. We are the professional voice of fire and rescue services.

The NFCC is seeking to grow and diversify its income so we can be more sustainable into the future, better equipped to deliver against our charitable objects.

To support this mission, we are seeking an experienced Business Development Manager to help drive our new commercial strategy and increase our income from business and commercial activity.

The successful candidate will be a dynamic, forward thinking, team player with a 'can do' attitude and a real passion to deliver as part of an expanding team with ambitious growth plans.

You will have significant experience in business development and / or income generation with a proven track record of generating income and meeting targets with strong commercial awareness.

You will have excellent communication and engagement skills, with the ability to work with a wide range of senior stakeholders including members, potential members, Charity Trustees, commercial suppliers and more widely.

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

### **1. Main Role Responsibilities**

1.1. To work with the Head of Commercial and Events on the development of the commercial

strategy with the support of Trustees, the senior leadership team, members and other staff and stakeholders as necessary

- 1.2. To be responsible for identifying and delivering key income streams, as outlined in the commercial strategy to meet agreed financial targets and KPIs.
- 1.3. To manage existing and develop new relationships with customers to ensure customer satisfactions whilst achieving and maximising income opportunities.
- 1.4. Measure and evaluate the success of the commercial strategy business development and income generation workstreams.
- 1.5. To represent the NFCC to corporate audiences and at corporate events, delivering pitches and presentations.
- 1.6. To continually be researching new business opportunities for specific target markets.
- 1.7. To develop new corporate partnerships through relationship building.
- 1.8. To be responsible for the account management of appropriate partnerships and provide the highest level of relationship management.
- 1.9. Preparation of reports, briefing papers and other information on various matters, when required, to the senior management team and Trustees including liaison with senior members and officers across the National Fire Chiefs Council, other relevant staff across Fire and Rescue Services.
- 1.10. Act as liaison and first point of contact for commercial enquiries into the NFCC and dealing with them as appropriate. Enquiries may be from within the organisation, other fire and rescue services or elsewhere.
- 1.11. To create and assist in the drafting of timely and well-informed reports, business cases and provide advice regarding commercial developments.
- 1.12. Develop an effective network with Fire and Rescue Service sector groups and other internal and external stakeholders.
- 1.13. Establish and maintain management processes and systems that provide for clear and understandable management information.

### **Person Specification**

- 1.1. Educated to degree-level or equivalent.
- 1.2. Proven experience in achieving new business and generating income for an organisation, with a minimum of five years' experience in a similar role or a sales role with transferable skills.
- 1.3. Ability to communicate, negotiate and engage with people at a senior level.
- 1.4. Ability to effectively manage workloads, work flexibly and work on own initiative in a very busy and high-profile environment.
- 1.5. Experience of managing relationships with customers and partners.
- 1.6. Solid understanding and experience of finance and budget management.

- 1.7. Strong IT literacy skills including being competent in the use of the MS Office suite of products and electronic document management systems (SharePoint or equivalent).
- 1.8. Experience in programme/project management.
- 1.9. Ability to establish and maintain excellent working relationships with colleagues, members and suppliers.
- 1.10. Ability to travel and work outside office hours.
- 1.11. Demonstrable experience in marketing products.
- 1.12. Ability to work on own initiative, take day-to-day decisions and delegation.
- 1.13. Commitment to excellence and the NFCC Values (\*).
- 1.14. High level of interpersonal skills

**Note:** These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted.

Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each one of the relevant selection criteria, it will not be possible to shortlist you.