

Job Description & Person Specification

Position:	Business Development and Advisory Manager	Location:	Based in UK, working from home
Reports to:	Head of Business Development	Date:	April 2024
Contract:	Permanent, preferred starting date asap; either full-time or 0.8 FTE will be considered	Salary:	£39,861 - £51,248 gross annually (pro rata if not full-time)
Direct reports:	TBC		

Job Purpose:

The purpose of this multi-faceted role is:

- 1) Business development, sales and marketing: To manage and grow Stronger Together's business relations in the UK and globally
- 2) To project manage, develop and deliver training and support services to businesses to support them to tackle modern slavery and labour exploitation and embed responsible recruitment and fair work in their operations and supply chains.

Duties and Responsibilities:

1. **Business Development and Management** – To map, maintain, initiate new and grow successful relationships with businesses in the UK and other countries, to establish and maintain new relations with business and industry stakeholders in new sectors, and when required at a global level. To participate in relevant steering/working group meetings/calls.
2. **Training Coordination and Delivery** – To deliver appx. four training workshops per month, aimed at businesses (delegates from a range of roles/functions). To ensure excellent quality service delivery of training workshops and give input in workshop review and development. To provide strategic input into the workshop planning.
3. **Business Services Management and Delivery** – To identify opportunities, deliver face to face and online presentations, and to draft and review proposals for bespoke support, tenders and agreements when required. To deliver bespoke support for businesses, including efficient project management of each assignment, working closely with the Head of Business Development and other team members and where applicable to coordinate and liaise with the consultants' network on delivery, ensuring excellent quality and cost-effective service. To follow up on enquiries from businesses and organisations about bespoke support. To research and develop new services, and to use a CRM system to manage and log the above.

4. **Communication** – To be the first port of call for enquiries from UK businesses and organisations about bespoke support. To support the Head of Global Programmes and Communications & Marketing Coordinator on the implementation of the communications and marketing strategy, to ensure the Stronger Together’s training, services, programmes, tools and guidance are promoted effectively and on a regular basis. To deliver product and resources demonstrations and webinars. To identify, follow up on opportunities for and deliver speaking engagements.
5. **Project Management** – To project manage all bespoke support requests and assignments, including the management and delivery of projects from start to finish (proposal; project plan; delivery; admin and finance management; reports). When opportunities arise, manage the establishment and implementation of new programmes and working groups, including development and management of annual project plan, budget and reporting framework.
6. **Strategy Support** – To provide input into developing and delivering long-term business development strategy and sustainability.
7. **Representation** – To professionally present, represent and advance the position of the programme and Stronger Together at various stakeholder meetings and events.
8. To deliver excellent customer service to members and others and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications		<p>Bachelor’s degree in business, international development, social science or other related degree</p> <p>Prince 2 or other project management qualification</p>
Knowledge	<p>An in-depth understanding of the corporate industry</p> <p>An in-depth understanding of modern slavery, responsible recruitment and ethical labour practices</p>	<p>An understanding of the construction, warehousing and logistics, service providers, manufacturing, consumer goods, care, apparel, or finance sector.</p> <p>An understanding of purchasing practices/procurement</p> <p>An understanding of ethical sourcing and global supply chains</p>

<p>Experience</p>	<p>Minimum of 5 years' experience of working with businesses on ethical business behaviour, either working internally within a business or externally in partnership (e.g. not-for-profit organisation) or on a consultancy basis</p> <p>Extensive demonstrable experience in business engagement/developing and managing senior management corporate sponsor/client relations, including writing client proposals</p> <p>Robust experience of preparing and delivering training on modern slavery/ethical labour practices/ethical sourcing/responsible recruitment to businesses</p> <p>Proven track record in successful project management</p>	<p>Experience of working in the construction, warehousing and logistics, service providers, manufacturing, care, or consumer goods industry or public procurement</p> <p>Track record of writing successful grant proposals</p> <p>Social audit experience</p> <p>Experience of writing guidance materials for businesses</p>
<p>Languages</p>	<p>English: Excellent spoken and written with accuracy and an eye for detail</p>	<p>Spanish, French, German</p>
<p>Skills</p>	<p>Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Confident trainer and networker; Ability to negotiate effectively on behalf of the organisation; Strong project management; Excellent public speaker; Ability to work independently delivering day-to-day workload; Ability to prioritise and work calmly under pressure; To work with colleagues collaboratively and as part of a team.</p>	
<p>Attributes</p>	<p>Positive, can-do attitude; Attention to detail whilst retaining sight of the bigger picture; To use initiative and be a self-starter</p>	
<p>Circumstances</p>	<p>Willing to work remotely, to attend meetings and deliver training in London and in other locations in the UK when required</p>	