



HELPING HOMELESS AND VULNERABLE PEOPLE SINCE 1860

Job Description & Person Specification: Senior Business Development Manager

Main terms and conditions

Responsible to:	CEO
Salary:	up to £60k depending on experience
Pension:	Pension following at 6 months after probationary period (up to 3% employer contribution)
Place of Work:	82 Wentworth Street, E1 7SA
Hours:	35 hours per week
Disclosure:	Basic DBS disclosure required

Background

Providence Row tackles the root causes of homelessness to help people get off, and stay off, the streets. The charity was founded in 1860 to work with vulnerable people living in the East End of London. We are extremely proud of how the charity has continued to grow and develop for more than 160 years.

For homeless people, or those at risk of homelessness, finding employment and housing opportunities can feel like an uphill battle, even more so if they're affected by physical, mental health or substance misuse issues. Providence Row works with those affected by homelessness and those vulnerably housed in London, offering an integrated service of crisis support, advice and progression programmes. We ensure that people often excluded from mainstream services gain the support and opportunities they need to create a safe, healthy and sustainable life away from the streets.

The post holder works closely with the Executive Leadership Team and reports to the CEO.

Job Purpose

To lead the business development function within Providence Row, achieving agreed business retention and growth objectives to sustain the viability of Providence Row's mission.

The key responsibilities in this role are to:

- Analyse and distil trends and key drivers of change arising from the macroeconomic environment, regulation, politics and government policy. Adapt the business plan as required to intelligence from the market sector.

- Establish and maintain a network of influence within commissioning circles at local and regional level. Create and sustain external relationships in the interests of the charity and maintain a strong external presence/profile.
- Understand the organisation's unique value proposition and competitive advantage, and how to maintain and communicate this.
- Assess the relative strengths and opportunities for the charity within the sector, identify peers and analogous charities, understand their value proposition relative to the charity and build partnership alliances in support of business capability.
- Leverage new partnerships to diversify sources of work, expanding the charity's presence and extending the reach and influence of the charity
- Lead negotiations achieving retention of prioritised contracts on favourable terms
- Actively monitor tender opportunities suited to the charity's capabilities.
- Prepare compelling and competitive proposals that consistently position the organisation in the finalists' list, provide strategic input to increase the win rate of bids/tenders.
- Ensure pricing and costing is competitive, reflecting the charity's commitment to the delivery of high quality service and care.
- Research, assess and understand all sources of funds and funding mechanisms.
- Promote the charity's work and vision more broadly in the charity sector, tell the organisational story in an effective and compelling manner, using outcome data and evidence of impact.
- Help to shape Providence Row's long-term service delivery objectives and develop plans to achieve them

Other Duties

- Take on occasional pieces of work as agreed between the post holder and the CEO. (Duties will fall within the scope of the post at the appropriate grade)
- Attend evening and weekend meetings and functions as required
- Work in accordance with the charity's values, guiding principles, policies & procedures

Person Specification

Knowledge and Experience	
A track record of achievement at a senior level in leading on the retention and growth of business in the charity sector	Essential
Experience and confidence in networking, influencing and negotiating with senior external stakeholders	Essential
Skilled in drafting and submitting business proposals, written tenders and grant applications	Essential
Experience of successfully implementing strategic plans	Essential
Knowledge of the commissioning landscape and funding trends	Essential
Experience within the homelessness sector	Desirable
Experience of working within a team at a senior level	Essential

Attributes	
Strong relationship building, networking and negotiation skills	Essential
Excellent written and verbal communication skills	Essential
Highly organised with a strong work ethic	Essential
Motivated to develop services to support people who have complex needs	Essential
Alignment with the values of Providence Row, exhibiting respect, compassion and a commitment to social justice	Essential
A strong business/entrepreneurial orientation in a charity context	Essential
Persistence, drive, and resilience	Essential
Competencies	
Ability to distil clarity from complexity, taking sufficient time to understand difficulties without pre-judgement and a strong motivation to overcome them	Essential
Welcomes and seeks to involve everybody, whatever their background, presenting issues, ethnicity, nationality or faith	Essential
Acts fairly and promotes justice within the organisation and in relation to the needs and rights of people who use our services. Works <i>with</i> people, not <i>for</i> people, to enable them to realise their gifts, abilities and talents.	Essential
Able to combine a focus on results with analytical and inter-personal skills for optimum impact	Essential
An ability to search and find business opportunities to strengthen the service delivery profile of Providence Row, generating greater social impact for beneficiaries	Essential
Excellent communication, influencing and negotiating skills across a broad range of stakeholders	Essential
Demonstrable emotional intelligence, understanding a range of perspectives and the impact of their behaviour on others	Essential
Highly accountable for the performance of the organisation, their team and their own performance	Essential