

<b>Job title:</b>	Business Development Manager
<b>Department:</b>	The Parenting Project
<b>Salary:</b>	£ 31,400 Pro-rata per annum
<b>Hours of work:</b>	30 per week
<b>Base:</b>	Home ( <i>until Covid restrictions are lifted</i> )/Head Office
<b>Responsible to:</b>	Chief Executive Officer
<b>Accountable to:</b>	Parenting Project Trustee Management Board

### **Job Purpose**

The main purpose of this role is to develop, deliver and manage a new trading arm of the Parenting Project to support our strategic objectives and provide financial organisational sustainability through business development.

There are two key areas that you will be leading on:

- The development of either a Community Impact Company (CIC) or a Charitable Incorporated Company (CIO)
- The development and implementation of the new company's Business Plan

You will be working closely with the CEO and Development Manager to develop and implement the company business plan. As the company is created and the business develops the role is likely to adapt.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Business Development**

- Work with the CEO and Board of Trustees on the development and delivery of the Parenting Project trading company, ensuring managers and teams are fully engaged and supported to input into this process.
- Develop the new company's business plan, working with the CEO and Development Manager to
- Assist the CEO in advising Trustees on all matters of new company options, strategy and delivery.
- Prepare reports, plans, information and analysis for the Board of Trustees, CEO and Development Manager as requested and required.
- Maintain an overview and up-to-date knowledge of the chosen area of business field and associated changes, ensuring these are reflected in the strategic direction and trading provision of the organisation.
- Ensure the Parenting Project's values are reflected in the Development of the company and business plan.

## **Management**

- Manage company compliance in line with legal and regulatory requirements and obligations.
- Develop clear communication channels with Parenting Project teams and ensure all teams are aware and involved in business development as appropriate.
- Actively develop strong relationships with all potential and current partners.
- Organise business events as appropriate.
- Identify business customers and development positive relationships as appropriate.
- Develop and manage associated business contracts to maximise income.
- Embed effective systems and procedures, which create an approach of continual improvement.
- Drive a high-quality performance culture responsive to the needs of the company and customers.

## **Financial Management**

- Work closely with the CEO, Finance Manager and Board of Trustees to develop annual company business finance plans and budgets.
- Support Managers to input into the business finance process, monitor income and expenditure in line with budgets and produce regular reports as agreed.
- Oversee the management of designated areas of income/expenditure ensuring the services operate within agreed resources.
- Provide prompt, thorough and accurate information to keep the CEO and Board informed of the company's financial performance and modifications where required.

## **Marketing**

- Preparation of high-quality marketing materials to support business development, liaising with corporate partners and agencies.
- Maintain awareness of marketing opportunities locally and nationally.

## Other

- To ensure all required safeguarding practice is robustly embedded in your role and responsibilities.
- Undertake continuous professional development, seeking opportunities to enhance skills as identified via a personal development plan and participate in regular supervision.
- To receive day-to-day management and support from the Chief Executive Officer.
- Contribute to the development of practice that supports equality and diversity in the work place.
- To ensure that a high priority is given to the management of health and safety and ensure legal responsibilities are adhered to.
- Undertake any projects that maybe delegated by the Steering Group and Trustee Management Board.
- Attend Trustee Board meetings as required.
- To work in a flexible manner.
- To undertake any other duties as required in line with the scope and spirit of the job purpose, the title of the post and it's grading.

## Safeguarding

**The Parenting Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Successful candidates will be required to undertake an enhanced DBS check with Children's Barred List check. Two references will be sought for candidates, one from previous employer.**

## Person Specification

Key Criteria	E: Essential D: Desirable	Measured by A: Application I: Interview P: Presentation
<p><b>Education &amp; Qualifications:</b></p> <p>Educated to degree level or equivalent in experience</p> <p>Relevant business management qualification or equivalent</p> <p>Evidence of continual professional development</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p>
<p><b>Knowledge &amp; Experience:</b></p> <p>Demonstrable experience of business development within a company/organisation</p> <p>Knowledge and of Community Impact or Charitable Incorporated Companies</p> <p>Demonstrable track record of initiating and managing multiple business functions in a complex market</p> <p>Significant experience of developing and managing a strong performance and outcomes focused culture</p> <p>Experience of monitoring progress against objectives and outcomes</p> <p>Financially and commercially literate with proven experience of preparing and managing business finance.</p> <p>Experience of maintaining confidentiality and managing confidential data appropriately and in accordance with legislative requirements</p> <p>Knowledge/experience of the voluntary sector</p> <p>Experience of working with/supporting a Board of Trustees</p> <p>Experience of developing, improving and achieving quality business compliance</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/I/P</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/P</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Experience of marketing and promoting business services		
<b>Skills &amp; Abilities</b>		
Leadership skills to motivate and inspire colleagues, supporters and customers	E	A/I
Excellent organisational skills with the ability to prioritise and multi-task	E	I
Excellent communication and interpersonal skills with the ability to work constructively with a diverse range of people across all levels	E	A/I
Ability to take an analytical approach with attention to detail and problem-solving skills	E	A/I
Excellent verbal and written communication skills	E	A/I
Creating a positive working environment with and for colleagues	E	A/I
Proficient in the use of ICT processes and databases	E	A
<b>Personal Attributes</b>		
A solution focused attitude and approach	E	I
Ability to work effectively both as part of a team as well as under own initiative	E	I
Willingness to be flexible and attend meetings outside normal working hours	E	A/I
A commitment to promoting equality and diversity in the workplace	E	A/I
Have a full, clean driving licence and access to transport	E	A
<b>Other</b>		
This role is subject to a DBS check		

