

Job Description

JOB TITLE	Business Development Officer
RESPONSIBLE TO	Chief Executive Officer
SALARY / GRADE	£20,000 to £25,000
HOURS	35 hr/wk – flexible as evening and weekend work may be required at times and attendance at events is expected.
LOCATION	Westburn Centre, 175 Dalrymple Street, Greenock PA15 1JZ
	This contract is offered initially for one year.

JOB PURPOSE

To work collaboratively with colleagues and partners to develop and implement a business development plan of new community based projects and in support of our social enterprise.

To work with colleagues to source and secure a mixture of funding to implement the work of the Trust so we can meet the needs of Inverclyde's communities.

To develop and implement a marketing and communications plan so that our services and projects reach and engage communities in our work, and the work of the Trust is recognised and valued locally.

KEY TASKS

- Work with colleagues to develop and implement a Development Plan for the organisation.
- Proactively respond to requests from Senior Managers to explore funding opportunities and make recommendations for action.
- Research and seek out opportunities for funding, tenders, partnership working, and internal developments in line with the ambitions and objectives of our business plan.
- Develop and submit relevant funding bids, tenders and establish other fundraising routes.
- Work with colleagues to develop the capacity and performance of our social enterprise (Newark Products).
- Work with Senior Managers on identifying implementation plans for successful bids/tenders.
- Work with colleagues to ensure the delivery of a structured programme of marketing, including the development of social media, to increase awareness of the Trust as well as generate fundraising income.
- Write high quality, accurate, copy and ensure the timely delivery of all regular and ad hoc internal and external marketing and communication materials.
- Be responsible for the design and delivery of printed and online visual media including outsourced design work for larger projects.
- Initiate or develop relationships with partner and funding organisations to promote the Trust and its work.
- Other relevant duties may be required from time to time.

PERSON SPECIFICATION**ESSENTIAL KNOWLEDGE / SKILLS / EXPERIENCE****Knowledge:**

- A relevant degree or equivalent qualification is essential.
- An understanding of community based organisations.

Skills:

- Excellent written and verbal communication skills.
- Strong organisational and project management skills, with the ability to work to deadlines under pressure and work flexibly in response to changing priorities.
- Approachability and an ability to engage and enthuse others to build effective working relationships.
- Ability to work on own initiative whilst also being an integral part of a team.
- Preparation of marketing and communications material, including writing copy for print and digital media.
- Strong ICT skills and good knowledge of Microsoft Office365 applications and able to use information and communication technologies effectively.
- Sound financial literacy and numerical skills.

Experience:

- Writing high quality, accurate reports and communications for use within the organisation and wider.
- Design of marketing materials to promote projects, services and organisation.
- Preparation of project and finance information for funding bids and/or contracts.
- Public speaking, or providing presentations, to communicate key messages to different audiences.
- Analytical with excellent reporting and data management skills.

DESIRABLE KNOWLEDGE / SKILLS / EXPERIENCE

- Experience of design software for preparation of marketing and communications materials.
- Knowledge of funding opportunities and bidding processes.
- Relevant and practical experience in the charity sector or community based organisation.

Line Management / Reporting:**This post reports to:**

Finance & Business Manager