# Job Description

**Job Title:** Business Development Lead

**Reporting to:** Director of Corporate Services

**Operational Area:** Northern Ireland

**Hours per Week:** 30

**Location:**  Belfast

**Job Purpose**

The Business Development Lead will be a self-motivated, creative and dynamic income generator. S/he will be able to communicate clearly and work effectively with a range of key partners and stakeholders within a multi-disciplinary team. This key role will lead Groundwork NI’s (GWNI) unrestricted income generation and develop new and exciting ways for the Trust to increase its sustainability.

**Key Roles and Responsibilities**

1. **Strategy and Leadership**

1.1 Work co-operatively with the Senior Management Team in the development and delivery of GWNI’s Business Development Strategy.

1.2 Demonstrate commitment to the vision and values of GWNI, taking joint responsibility for the success of GWNI against strategic objectives.

1. **Business Development and Partnership**

2.1 Drive business development to achieve business outcomes, strategic targets and KPIs as set by the Trust’s Operational Plan.

2.2 Oversee business development activity using existing on-going relationships initially and maximising the opportunities available from these, but also seeking out prospects and partnerships in areas including commercial and corporate grant making and events.

2.3 Identify, pursue and deliver on public procurement opportunities and, when appropriate, do so in partnership with other organisations/associates; and continually develop and improve GWNI tender responses and bid development processes.

2.4 Organise and co-ordinate major business development and income generation events.

2.5 Propose and develop on-line business development and income generation campaigns using social media.

2.6 Represent GWNI at meetings and public events

2.7 Lead on the investigation of potential social enterprises within GWNI to include business planning, product development and pilot testing.

1. **Monitoring and Review**

3.1 Regularly review the efficacy of income generation, trading activity and any other business development activity.

3.2 Report to the Senior Management Team on performance against the Trust’s Business Development and Operational Plans.

3.3 Communicate positively, disseminating the practices, benefits and impact of GWNI projects to external stakeholders to promote sustainable funding.

* 1. Maintain accurate records in accordance with GDPR.

**4 Additional**

4.1 Undertake any other work appropriate with the evolving objectives of the post and as may reasonably be requested by the Chief Executive or Senior Management Team.

4.2 Ensure adherence to all GWNI policies and procedures.

**5 Personal and Professional Development**

5.1 Participate in the GWNI Performance Management and Appraisal process and agree short, medium and long terms objectives.

5.2 Identify your own learning and development needs and evaluate training and development to demonstrate needs have been met.

5.3 Share good practice and achievements, and actively seek opportunities to present outcomes and case studies.

5.4 Contribute to the learning of others across GWNI and the Groundwork Federation by sharing knowledge and skills, both informally and formally.

**Personnel Specification**

**Essential**

* At least 2 years’ experience working in a business development role
* Demonstrable experience of winning repeat and new business in order to sustain and grow the GWNI portfolio of services.
* Ability to communicate and effectively negotiate with partners and clients to ensure a high standard of Customer Relationship Management.
* Ability to plan and prioritise workloads whilst meeting competing and challenging priorities
* A willingness to undertake regular travel and to work out of office hours when necessary.
* Access to transport to carry out in full the responsibilities of the post.
* A commitment and appreciation of Health and Safety issues and Equal Opportunities in all work practices.

**Desirable**

* Knowledge of the complex issues facing Northern Ireland communities
* Experience in the Community and Voluntary Sector in Northern Ireland
* Experience of partnership working and delivering on partnership projects

**Terms and Conditions**

Salary: £25,500 (pro rata) per annum

Hours of Work: 30 hours per week

Holidays: 25 days per annum plus N.I. customary days (pro rata)

Duration: 18 months fixed term with the possibility of extension

This post is subject to a six-month probationary period

In accordance with national provisions for the protection of children and adults at risk, applicants for jobs will be required to undergo Access NI checks with the Police Service for Northern Ireland.

At all times Groundwork NI posts are subject to the availability of funding and will be reviewed annually