



Job Description

Job Title:	Business Development Officer
Salary:	£30,000 per annum
Term:	12 months fixed-term
Hours:	Full-time 35 hours per week
Accountable to:	CEO/Manager, Knowsley Disability Concern
Location:	Knowsley Disability Concern, 263a Tarbock Road Huyton, Merseyside, L36 0SD, with some travel throughout the Borough.

This new post will be integral in delivering the Charity's strategic aims for business development and growth, focussing in particular on expanding trading activities and securing contracts. The job holder will play a lead role in marketing services, preparing tenders, developing funding bids, researching opportunities, creating proposals and managing projects in the early stages.

Key Result Areas:

- Increased market-share, particularly in trading activities
- Extended operational footprint
- Increased income from grants
- Improved sustainability

Principle Duties and Responsibilities:

- Research and evaluate the market place and position
- Design and produce marketing and promotional materials, including website
- Project manage and lead on development and submission of funding bids
- Manage the production of PQQs and tenders
- Monitor contract and tender portals and identify appropriate sources of funding
- Identify and secure opportunities for business development and growth

Key Working Relationships: CEO/Manager, senior staff, commissioners of health and social care services, partner organisations

Essential requirements:

- Educated to degree level or equivalent
- Strong project management skills – including setting budgets and controlling finances
- Writing successful grant funding bids and Local Authority tenders
- Developing and presenting business proposals
- Working collaboratively with a range of partner agencies

Additional requirements:

- Knowledge of the voluntary and statutory sectors, including the role of health and social services in the commissioning and delivery of services
- Knowledge and understanding of an outcomes based approach to measuring performance
- Strong analytical, interpretative, evaluative, and organisational skills.
- Excellent interpersonal, influencing and networking skills
- Self-motivation and the ability to work on own initiative.
- Excellent oral and written communication skills
- Advanced MS Office Skills (inc. Powerpoint & Excel)
- Flair for document production/presentation and keen attention to detail
- Highly organised and ability to handle a busy workload independently

General requirements:

- A good understanding of disability-related issues and cultural differences and be able to respond sensitively.
- A commitment to Equal Opportunities and Anti-Discriminatory Practices
- Prepared to become familiar with and adhere to all of the organisations Policies and Procedures and to comply with KDC's Health and Safety requirements.
- Any other duties considered necessary to further the aims of the organisation.

Travelling is an integral part of this role. Drivers must hold a full driving licence which allows them to drive in the UK and Class 1 Business Use Insurance and must abide by the Use of Private Vehicles for Company Business Policy at all times. Non drivers must be able to arrange the necessary travelling, giving consideration to the needs of the role and the incompatibility of public transport.

All applicants who are offered employment will be subject to an enhanced Disclosure and Barring Service record check (DBS) before the appointment is confirmed. Criminal convictions will only be taken into account when they are relevant to the post.

This Job Description is subject to continuous review and therefore the main duties may change on a temporary or permanent basis from time to time.

August 2015