****

**Job Outline**

**Post Title:** Bolton Together - Business Development Manager

**Location:** Bolton (with some travel across Bolton and Greater Manchester)

**Salary:** £38,000 - £40,000 pro rata, secondments accepted

**Hours:** 22.5 hours per week (flexible to meet the demands of the role)

**Report to:** Bolton Together Board

**Holiday Entitlement:** 24 days per annum plus public holidays

**Terms:** The post will be co-located with the Chair of Bolton Together.

A laptop and mobile well be provided.

Ability to travel extensively within the Bolton and Greater Manchester area.

**Overall Purpose of Job**

* To provide professional support to the Bolton Together Board and Consortium and represent its members effectively to funders, commissioners and other strategic partners.
* To secure sufficient resources to sustain and grow the consortium capacity to deliver high quality services in Bolton.
* Work with the Bolton Together Board to create a Business and Development plan which helps deliver the consortiums aims and objectives.
* To devise and implement a partnership and marketing programme to engage key stakeholders.
* To advise the Board on funding and partnership opportunities that will sustain the delivery of services for consortium members.
* To support and facilitate the work of the Board and ensure effective and timely reports are made to relevant bodies.

# **Key Responsibilities**

* To identify and research all suitable tender, grant and funding opportunities.
* To attend provider briefings, working groups and forums as necessary.
* To develop and facilitate projects and partnerships.
* To write tender and funding applications on behalf of Bolton Together in collaboration with its members.
* To lead on the delivery of Bolton Together’s Business Objectives and agreed annual targets.
* Facilitate and support the Board in strategic and financial planning for the Consortium.
* To provide briefings and reports (written and verbal) to the Board and wider membership as necessary.
* To provide efficient communications and PR for internal and external publication, utilising our new website platform including updating the website.
* To develop and oversee Bolton Together’s events, including meetings, training and conferences.
* Work collaboratively with staff within members’ partner agencies as appropriate.
* Work effectively and efficiently to administration, communication, health and safety protocols and policies to ensure that organisational systems and procedures are implemented.
* Abide by organisational policies, codes of conduct and practice.
* Support and promote diversity and equality of opportunity in the workplace.
* Treat with confidentiality any personal, private or sensitive information about individual organisations and or schemes or staff.
* Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post.
* Responsible for the day-to-day financial management of associated budgets, in liaison with the Board.
* To communicate effectively and in a timely manner with members.
* To effectively manage consortium selection and submission procedures for tenders.
* To process and mange membership applications and status for the consortium.

**Professional Development**

* Maintain and improve professional competencies through continuous professional development.
* To engage in probation, supervision and appraisal processes.
* To lead your own personal development, identifying and actively engaging in relevant training and development opportunities.

**General**

* To promote Health and Safety at work.
* To promote people’s equality, diversity and rights.
* To contribute to the safety of all beneficiaries and colleagues as far as possible.
* To promote the values of collaborative working and mission of the Consortium.

**Key tasks**

* Research and identify suitable sources of funding (national, regional and local), attending any relevant briefings and events.
* Source funding to support the organisational costs for the Consortium and ensure sustainability.
* Lead and manage the development of collaborative bids and tenders, adhering to the Consortium Selection Process.
* Liaise with members to compile information for both the narrative and financial elements of applications/bids.
* Submit well-structured, logical and meaningful funding proposals/bids that present a convincing case for support.
* Ensure all necessary documentation is forwarded to the funding body as requested, according to deadlines.
* Provide any post-tender information and reports to funders as required.
* Create summary reports, briefings and Expressions of Interest for circulation as required.
* Lead on the coordination delivery and development of Bolton Together’s Annual Strategic Plan and agreed income targets.
* Maintaining a thorough understanding of Bolton Together’s membership, in order to communicate relevant briefs and identify suitable partnerships.
* Build and maintain strong working relationships with strategic partners, contracting organisations, regulatory/professional bodies and within the membership.
* Identify and develop Bolton Together’s training offer, coordinating with CVS and LA partner offers.
* Produce all business and marketing literature as required.
* Oversee the administration support for the Board and Consortium including ensuring agendas, papers for meetings, membership records, application processes and compliance with the Charity Commission and Companies House are maintained and up to date.
* To undertake any other duties as required, which are compatible and appropriate to the general character of the post, reflecting the changing work demands of the organisation, its members and projects.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **Essential (E)**  **Desirable (D)** | **Application (A)**  **Interview (I)**  **Reference (R)** |
| **Skills and Experience** |  |  |
| Proven track record of generating and securing funding to agreed targets | E | A + I + R |
| Proven track record of maintaining good relationships with commissioners and key stakeholders | E | A + I + R |
| Ability to project manage services, ensuring all contract requirements are met | E | A + I + R |
| Ability to identify new partnerships and projects for the consortium | E | A + I |
| Ability to produce professional, accurate and factual reports and other documents | E | A + I + R |
| To be discreet and observe the rules of confidentiality | E | A + I + R |
| Excellent oral and written communications skills | E | A + I |
| Excellent organisational ability and research skills | E | A + I + R |
| Ability to create and deliver own work plan with minimal supervision | E | A + I + R |
| Ability to prioritise work to achieve deadlines | E | A + I + R |
| Ability to work flexibly – individually, collaboratively and remotely as required | E | A + I + R |
| Concise, clear and persuasive writing skills | E | A + I |
| Practical and confident in the use of standard office IT packages e.g. Word, Excel, PowerPoint, Outlook, and Databases | E | A + I + R |
| Ability to produce and interpret budgets and financial forecasts | D | A + I |
| Ability to create engaging communications and PR publications, to generate positive promotion for the Consortium | D | A + I + R |
| Ability to take accurate notes at complex meetings and produce high quality minutes | D | A + I + R |

|  |  |  |
| --- | --- | --- |
| **Knowledge** |  |  |
| Good understanding of and genuine interest in children and young people’s services | D | A + I |
| Familiarity with partnership and consortium working | D | A + I |
| Education to degree level or higher. Business degree desirable. | E/D | A |
| Knowledge of Bid writing, commissioning and delivery models | D | A + I |
| **Attitudes** |  |  |
| To be reliable, honest and trustworthy | E | A + I + R |
| Flexibility towards working hours | E | A + I |
| To be proactive and able to use initiative | E | A + I + R |
| Confident to work alongside CEOs, Trustees and Senior Managers | E | A + I + R |