



JOB DESCRIPTION

- JOB TITLE:** Head of Business Development & Funding
- HOURS:** Full Time – 37 hours per week, (flexible working available)
- LOCATION:** A flexible blend of office/home based working – with travel to attend meetings etc.
- SALARY:** £30,000 to £35,000 p.a. (depending on experience) + 8% pension

PURPOSE OF POST:

The Head of Business Development & Funding is a leadership role, working in conjunction with the CEO and Senior Management Team. The role is responsible for developing, leading and managing commercial and business development activities of the organisation, with a focus on generating income to support the Charity's aims and objectives. A key aspect of the role is to maintain relationships with partner agencies, commissioners and funders, and to develop new relationships with relevant organisations and individuals.

GENERAL:

- a. The post holder will embody New Pathways' ethos and values and will model appropriate behaviours at all times and in all areas of responsibility.
- b. Commit to a continuous improvement culture and be prepared to undertake other duties and responsibilities relevant to the nature, level and extent of the post.
- c. Ensure CPD by attending relevant training in relation to regulatory compliance and quality.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

Reporting to the Deputy CEO, the role will involve the following:

Business Development.

- a. To be part of the Senior Management Team (SMT), providing the strategic lead for business development and funding for the organisation.
- b. To provide advice and guidance to the SMT in relation to business development and funding.
- c. Research, draft and implement commercial/business development plans and strategies.
- d. Actively perform market research and analyse internal and external threats and opportunities.
- e. Manage existing partnership relationships and identify/develop new relationships that will contribute toward the success of the organisation.
- f. Focus on growing income streams and creating a plan for business growth.
- g. Identify issues/risks to business growth and plan mitigating actions.
- h. Generate leads by identifying partners/individuals likely to purchase our services and develop a plan to secure their business.
- i. Collaborate with key teams such as operations, HR and finance on future tender opportunities.

Completion of tenders, funding applications, etc.

- a. To identify funding opportunities in line with the organisation's strategic direction, strategic documents and business need.
- b. To develop a clear fundraising strategy for the organisation.
- c. To identify a range of funders to whom we can apply, ensuring eligibility, ethics, strategy etc.
- d. To work with external stakeholders and partners, building relationships, to collaborate on funding opportunities where appropriate.
- e. To secure funding by preparing funding applications in line with the relevant business plan, business need and strategic direction of the business.
- f. To work with the Deputy CEO and relevant staff to identify and prepare competitive tender applications to a variety of commissioners as required.
- g. To work with the Deputy CEO and Head of Finance in the preparation of budgets within funding bids.
- h. To co-ordinate the input from individuals responsible for contributing to the tendering process.
- i. Provide advice, guidance and support to other staff in preparing their own localised funding applications to grant awarding bodies.
- j. To coordinate the collation and administration of local knowledge, demographics, characteristics, case studies, statements of support, quotes, photographic, video and other materials for use in funding proposals.
- k. To complete reports to funders / commissioners as required, and to support staff to do the same.
- l. To provide advice and guidance to support staff and Project Managers, to ensure that effective implementation, monitoring and evaluation is in place for funded projects.
- m. To support Project Managers and project teams to ensure compliance with any financial and legal obligations detailed in contracts, grant agreements, etc.
- n. To attend meetings, conferences and events pertinent to Business Development.
- o. To administer a portfolio of websites to identify / monitor the publication of opportunities and to respond accordingly via online portals (e.g. Proactis, E-tenderWales, Sell2Wales, Bravo Solutions etc.).
- p. To keep effective records of funding bids, reports and communications.

Quality Control

- a. Assist the Directors, Senior Management Team and operational teams to review documents and submissions, recommending amendments to improve quality
- b. Maintain our strong reputation for quality and efficiency
- c. Act as a quality control check on tender submissions, including reviewing and editing text produced by others

Best Practice Development

- a. Work with colleagues to establish best practice processes in line with our aims and objectives.
- b. Evaluate and filter opportunities to ensure alignment with strategic plans
- c. Assist the Senior Management Team to undertake regular reviews of submissions to help inform future actions.
- d. Provide the CEO and Deputy CEO with accurate and timely reports on activity
- e. Develop technical expertise and best practice in assigned areas.



PERSON SPECIFICATION

Head of Business Development & Funding

| Essential | Desirable | Specification | Assessed on application form | Assessed at interview |
|-----------|-----------|---|------------------------------|-----------------------|
| | | Qualifications | | |
| ✓ | | Educated to degree level or an equivalent qualification relevant to the post | ✓ | |
| | | Experience | | |
| ✓ | | Experience, and proven success of working in a strategic business development role | ✓ | ✓ |
| ✓ | | Experience of working as a senior manager | ✓ | ✓ |
| ✓ | | Experience of producing successful tenders/funding applications preferably in Social Care, Health, Third Sector. | ✓ | ✓ |
| ✓ | | Experience of developing relationships with partner organisations preferably in Social Care, Health, Third Sector. | ✓ | ✓ |
| ✓ | | Experience of representing an organisation at senior management level within a multi-agency environment, preferably in Social Care, Health, Third Sector. | ✓ | ✓ |
| ✓ | | Experience of researching and providing data and information relative to the tender/funding applications | ✓ | ✓ |
| ✓ | | Experience of using web technologies and online procurement systems | ✓ | ✓ |
| ✓ | | Experience of writing to high quality standard | ✓ | ✓ |

| | | Knowledge and Skills | | |
|---|---|--|---|---|
| | ✓ | An understanding of the 'market' in which New Pathways operates | ✓ | ✓ |
| | ✓ | Understanding of the funding of VAWDASV, Health, Mental Health or Social Care, preferably in Wales | ✓ | ✓ |
| ✓ | | Excellent written communication skills | ✓ | ✓ |
| ✓ | | Excellent project management skills | ✓ | ✓ |
| ✓ | | Able to work to deadlines | | ✓ |
| ✓ | | Able to deliver multiple projects within required timescales | | ✓ |
| ✓ | | Able to develop working relationships with managers and stakeholders | | ✓ |
| ✓ | | Relevant IT Skills | | ✓ |
| ✓ | | Ability to assimilate large volumes of information quickly and accurately | | ✓ |
| ✓ | | Self-motivated, organised and with a keen eye for detail, accuracy and quality | | ✓ |
| ✓ | | Excellent proof-reading skills | | ✓ |
| ✓ | | Ability to navigate and manage effective tendering processes and systems | ✓ | ✓ |
| ✓ | | Proven evaluation skills and the ability to produce quality reports | ✓ | ✓ |
| | ✓ | Ability to prepare and deliver presentations | ✓ | ✓ |
| | | Qualities | | |
| ✓ | | Resilient with the ability to thrive in a busy environment | | ✓ |
| ✓ | | Enthusiastic, positive approach and outlook with ability to accept and learn from constructive criticism | | ✓ |
| ✓ | | Adaptable to change | | ✓ |
| ✓ | | Able to work flexibly to meet business needs, including willingness to work out of hours with notice, if required | | ✓ |
| | ✓ | Able and willing to travel with occasional overnight stays | | ✓ |
| ✓ | | Understanding of, and commitment to, equality issues and anti-discriminatory practice | | ✓ |
| ✓ | | A willingness to adopt the ethos of New Pathways, in that everything we do must contribute to supporting and improving the services we offer to our clients. | ✓ | ✓ |