**Business Development Manager**

Mind in Brent, Wandsworth & Westminster

March 2022

**JOB DESCRIPTION**

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| **Job Title:** | Business Development Manager |
| **Grade & Salary:** | P01 SCP £36,084 per annum |
| **Hours of work:** | Six months interim (37.5 hours per week) 5 days a week |
| **Line Management Reports:** | N/A |
| **Accountable to:** | Head of Business Development |
| **Functional Responsibility:** | Business development  Income generation  Corporate Partnerships |
| **Job Purpose:** | To achieve business growth & income generation  To achieve ambitious growth targets as set out in Mind in Brent, Wandsworth & Westminster’s Business Plan  To build strategic relationships with commissioners, funders and other revenue stream stakeholders  To steward a portfolio of Corporate Partnerships |
| **Based at:** | Hopkinson House, 6 Osbert Street, London, SW1P 2QU.  Flexible working arrangements are available and can be agreed in line with business need. Regular attendance in London is part of this role. |

**Overview**

Mind in Brent, Wandsworth & Westminster is an ambitious charity that strives every day to deliver services to support people to improve their mental health. We see the person, not the diagnosis and support people to attain their dreams and ambitions.

We are looking for an ambitious and experienced Business Development Manager who can develop relationships and secure business across a range of income streams but primarily with NHS and Local Authority commissioning partners.

You will be working to financial growth targets, working with colleagues to write and win tenders. You will have a demonstrable track record of using tender portals and a strong understanding of the tender process.

In addition, we want a strategic thinker who can help form the direction of travel for our income generation plans.

This post will also lead on Corporate Partnerships, securing financial commitments and developing long-term partnerships.

This is a pivotal role within a small team where you will be able to make a real difference in developing and securing income that will support people with mental health needs to live the life they choose.

**Main Responsibilities**

* To support the Head of Business Development to meet ambitious growth targets
* To achieve target growth of 20-30% per annum
* To lead on writing successful bids and managing the tender process
* To collaborate with Service Manager colleagues to design service models that meet commissioner need
* To develop successful, concise and excellently articulated proposals to secure new business
* Develop and maintain excellent relationships with commissioners, partners and funders for the purpose of attaining new services, and retaining / expanding existing services
* To communicate our vision and programmes in a compelling and inspiring way, and influence commissioning partners
* To steward an existing portfolio of Corporate Partnerships, maintaining excellent relationships and meeting financial targets
* To secure new Corporate Partnerships
* To provide regular income generation reports
* To work with colleagues to implement the strategic plan
* Managing budgets within the development function, ensuring value for money and accurate costing of services
* Work effectively with colleagues and other professionals, managing relationships and engagement for positive outcomes
* Promote equality of opportunity and diversity in all our services and in managing people
* Work within Mind in Brent, Wandsworth & Westminster’s business plan and policy and procedural frameworks
* Act as an ambassador for Mind in Brent, Wandsworth & Westminster at all times, promoting our values, mission and strategic objectives
* To carry out any other duties commensurate with the role

**PERSON SPECIFICATION**

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| **Element** | **Description** | **Essential/desirable** |
| **Qualifications and**  **Experience** | * Demonstrable experience of driving strong income growth from different sources including at least one of the following: local authorities, NHS Trusts, CCGs, GP Federations, regional and national health bodies or grant giving institutions | **E** |
| Demonstrable experience of developing strong, value-based partnerships built on excellent, interpersonal relationships and strategic alignment. | **E** |
| Evidence of meeting or exceeding pre-agreed income targets | **E** |
| Demonstrable experience of using tender portals and strong knowledge of tender process | **E** |
| Experience of identifying opportunities to increase income and reach targets | **E** |
| Experience of developing an ambitious business development plan | **E** |
| Experience of implementing systems and procedures to manage and demonstrate progress and a future pipeline. | **E** |
| **Knowledge and skills** | Excellent bid writing skills | **E** |
| Strong understanding of service models | **E** |
| A recognised business development qualification or membership of a recognised professional body | **D** |
| Skilled at developing strong, value-based partnerships, built on excellent interpersonal relationships | **E** |
| Creativity, imagination and entrepreneurial attitude towards your work. | **E** |
| Ability to learn, digest and communicate information quickly and efficiently. | **E** |
| **Attributes** | Excellent sales, communication, networking and relationship building skills with the ability to develop new contacts and maintain existing partnerships. | **E** |
| Excellent communication skills, with an ability to influence and inspire both verbally and in writing | **D** |
| Excellent interpersonal and leadership skills at all levels. | **E** |
| Ability to recognise conflicting priorities and deal with them effectively. | **E** |
| Ability to think imaginatively, ambitiously and from own initiative to identify potential new opportunities and areas of growth | **E** |
| A confident, inclusive and collaborative attitude to involvement of colleagues and service users to develop new services | **E** |
| Ability to make judgements based on viability and cost benefit analysis. | **E** |
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There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality, Diversity and Inclusion.

No job description can cover every issue which may arise within the job at various times and you will be expected to carry out other duties from time to time, which are broadly consistent with those descriptions.

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