

JOB DESCRIPTION

Job Title	Business Development Manager
Location	Plymouth office with travelling throughout Devon
Responsible for	Taking a lead role in the growth of Devon Mind in line with the Strategic Plan and Annual Business Plan.
Reporting to	CEO
Disclosure & Barring Check	This post will be subject to an Enhanced DBS check

Terms and Conditions

Hours per week	18.5 hours (0.5FTE) – we are actively seeking match funding to increase the FTE so there is the possibility that these hours will be extended.
Salary range	£14,000 (£28,000 pro rata)
Holiday (pro rata)	11.5 days/year
Contract type	Fixed term for 12 months with the possibility of extension dependent on funding.
Probationary period	6 Months
Notice period	4 weeks (1 week during probationary period)

Devon Mind

Devon Mind is a registered mental health charity established in 2019. Devon Mind was set-up by Plymouth & District Mind to expand its area of operation into the county of Devon. Plymouth & District Mind has delivered mental health services in Plymouth and surrounding areas since 1984. Through our flagship Recovery College service, we offer people affected by mental ill health the support and help they need to get their lives back on track. This is achieved through 1:1 support, self-development courses, peer support groups, and access to volunteering opportunities. Individuals are encouraged to develop personal goals to work towards on their recovery journey. We also offer a wide range of mental health training courses.

Overview

Devon Mind is committed to strengthening our offer across Devon. We want to reach communities who have little to no access to mental health support, increasing our reach to people at greater risk of isolation. We plan to grow our training portfolio across Devon with a focus on delivering work place wellbeing initiatives and mental health awareness training. Through greater awareness of the work we do, we wish to grow our supporter base across Devon and increase the income we can generate via fundraising. This income will be used to develop and sustain new Recovery College initiatives across Devon over the coming years. To achieve these ambitious goals, we must work in partnership – with commissioners, with grant funders, with statutory and community organisations, with community fundraisers – to craft, fund and deliver our programmes across Devon. The Business Development Manager role is integral to that growth. This post is funded by a National Mind grant.

Main duties and responsibilities

- Lead on the delivery of key targets in the Devon Mind Strategic Plan (2019-2021) and the Annual Business Plan (2019-2020).
- Scope current mental health provision in wider Devon.
- Build networks with commissioners, GPs, potential partners and funders.
- Keep up to date with relevant tender, trust/grant funding, fundraising and partnership opportunities.
- Identify and take action to secure funding opportunities that contribute to achieving the strategic objectives.
- Maintain cross sector networks and representation at external meetings to promote the contribution of Devon Mind to meeting the mental health needs in Devon.
- Develop sustainable service models to increase unrestricted income streams.
- Develop collaborative working and partnerships for bids and tenders, as agreed with the Chief Executive.
- Represent Devon Mind at external events and contribute to raising and maintaining a strong external profile for the organisation.
- To undertake any other duties as required commensurate with the post and requirements of the organisation.
- Commit to and undertake regular training sessions to extend and update own knowledge of health and wellbeing issues.

General duties

- To act in accordance with the provisions of the Data Protection Act 2018, EU GDPR 2018 and Devon Mind's Information Governance Policies.
- To comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974.
- To act in accordance with Devon Mind's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns.
- Devon Mind is committed to treating all people with fairness and respect. We aim to actively help remove barriers and open doors for our clients and staff and foster good relations within the communities we serve. All employees are required to demonstrate their commitment to Devon Mind's Equality and Diversity Policy.
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role.
- To work in accordance with Devon Mind's operating procedures and those of external regulators or professional bodies.

This list of duties and responsibilities is not intended to be exhaustive. The successful applicant will be expected to adopt additional tasks when required; in keeping with the general profile of the role.

PERSON SPECIFICATION

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Reporting to	CEO

Experience:

1. Experience of undertaking scoping work in relation to project development.
2. Track record of applying for statutory and public funding streams and an ability to write successful bids which result in securing funds.
3. Experience of establishing strategic and operational partnerships.
4. Proven track record of developing new services & successful business development.
5. Management experience within a service-oriented organisation.
6. Financial planning and budget monitoring.
7. An understanding of the external environmental factors in which charitable organisations operate.
8. Identifying new opportunities for unrestricted income generation and establishing viability.
9. Experience of working towards SMART targets and using KPIs to monitor progress.
10. Experience of and commitment to working in partnership with statutory and voluntary organisations.

Skills and abilities:

11. Ability to identify and develop new ideas and approaches.
12. Verbal communication skills including presentation skills.
13. Written communication skills, report writing.
14. Data manipulation and presentation.
15. Interpersonal and relationship building skills.
16. Prioritisation and time management and an aptitude for accuracy and attention to detail.
17. Ability to work to tight deadlines with conflicting and competing demands.
18. Problem solving and trouble-shooting.
19. Computer literate, experience of Microsoft Office & email, Word, Excel and data entry, PowerPoint, Internet searches.
20. Interpersonal skills.
21. Innovative approach to new ways of working.

Knowledge:

22. Knowledge of the current funding environment, including statutory and grant giving organisations.
23. Knowledge of statutory agency structures and procedures, including procurement.

Education and Training:

24. Degree or equivalent experience desirable.
25. Evidence of training undertaken appropriate to the post.

Other requirements:

26. Reliability and adaptability willingness to work across organisational boundaries.
27. Ability to work on own, under supervision and as part of a team.
28. Ability and willingness to work flexibly on occasions.

Legal requirements:

29. A full current driving licence and access to a car is essential.
30. Satisfactory Enhanced DBS check.