## Role Summary

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| **Name:** |  |
| **Job Title:** | Head of Business Development |
| **Reports to:****Line reports:** | CEOProgrammes Manager |
| **Salary:** | £42,025 |

Overall purpose: Head of Business Development

Since 2017 we have developed an approach to our development work that puts design, insight and partnerships at the heart of everything. We work with our membership to identify assets and needs within communities and local voluntary sector organisations which allows us to design our programmes for most impact. We also work with our members and other partners to deliver programmes in a truly networked way, offering wide reach and lasting local impact.

To excel in this role you need to build relationships, identify opportunities and design solutions. Our work covers a huge range of areas including digital, enterprise, governance, health and wellbeing so you must be highly adaptable.

Specific responsibilities

* Work with the CEO and Trustees to identify and implement a strategy for key income streams for the organisation
* Work collaboratively with staff, members and partners to research, identify and create exciting and sustainable funding opportunities from the wide range of existing, and future, projects and programmes
* Support the development and delivery of NAVCA’s new five year strategy by identifying and progressing relevant funding bids, partnerships and collaborations
* Meet annual targets, and effectively manage the Business Development pipeline
* Cultivate excellent relationships with funders, members and other stakeholders
* Oversee all programmes of work from concept to delivery taking a design led approach
* Manage staff, freelancers and delivery partners as required
* Develop sustainable earned and unrestricted income streams
* To play an active role in the strategic development of NAVCA as a member of the Senior Management Team
* Maintain excellent data and reporting standards
* Proactively learn and develop your own skills and those of the wider NAVCA team
* Collaborate with NAVCA team colleagues, especially the Head of Membership and Head of Communications & External Affairs, to create compelling stories to influence

**Shared responsibilities for each team member**

1. Contribute to the collaborative leadership of NAVCA and the local infrastructure movement
2. Member engagement, development and support
3. Developing and maintaining resources for members
4. Gathering intelligence from members and the external environment
5. Building and maintaining relationships with external bodies
6. Contribute to the thought leadership of the sector
7. Horizon scanning, foresight and policy analysis
8. Contribute to market analysis, business development and project management
9. Effective use of communications and social media
10. Marketing and promotion on NAVCA
11. General administration including planning and use of resources

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| **Core competencies** |
| **Specific role requirements: knowledge, skills and experience** |
|  | Tested at: |
|  | Application | Interview | Test |
| Strategic thinking and the ability to use research, analysis and evaluation to inform business development, planning and decision-making | ✓ | *✓* | *✓* |
| Demonstrable and practical project management skills, able to ensure that projects are delivered on time and to budget.  | ✓ | ✓ |  |
| An entrepreneurial spirit, able to use a creative and innovative approach to developing new income streams and sustainable partnerships and rapidly respond to new opportunities | ✓ | ✓ |  |
| Proven expertise in a wide range of income generating tools, including earned income, funding bids, sponsorship & corporate partnerships and consultancy | ✓ | ✓ |  |
| A high level of business and digital literacy, able to lead within the organisation and across our network of members  | ✓ | ✓ |  |
| Genuinely collaborative and collegiate in approach, with colleagues, members, partners and stakeholders  | ✓ | ✓ |  |
| Critical thinking skills, able to convincingly demonstrate an approach that uses observation, analysis, interpretation, reflection, evaluation and problem solving  | ✓ | ✓ | ✓ |
| Change management skills, able to effectively negotiatecontinuously changing markets, funding environments and sector fluidity | ✓ | ✓ |  |
| Excellent communication skills, able to engage at all levels, articulate complex concepts clearly and concisely, and ‘tell the story’ of NAVCA’s business objectives and activities effectively and persuasively | ✓ | ✓ |  |
| Cultural fluency, comfortable engaging with a wide range of organisations and stakeholders in varying and sometimes challenging contexts | ✓ | ✓ |  |
| Appropriately courageous, willing to take on and meet challenging income targets in a way that represents and reflects NAVCA’s values and ways of working | ✓ | ✓ |  |
| **General competencies:** These attributes are common to all NAVCA posts and underpin the shared responsibilities of the team. |  |  |  |
| Committed to NAVCA’s mission, values and operational approach | ✓ | ✓ |  |
| Able and willing to work collaboratively in a team that involves members, taking a lead where necessary | ✓ | ✓ |  |
| Building and maintaining effective relationships with members and external partners across all sectors | ✓ | ✓ |  |
| Excellent communication skills including listening  | ✓ | ✓ |  |
| IT literate and able to use social media and related communication tools and systems  | ✓ | ✓ |  |
| Demonstrate agility and an ability to operate on several activities simultaneously  | ✓ | ✓ |  |
| Excellent at finding solutions and problem solving | ✓ | ✓ |  |
| Entrepreneurial, self – motivating, risk taking and innovative | ✓ | ✓ |  |
| Able to represent NAVCA, the NAVCA movement and its members to external stakeholders with authority, calmness and expertise | ✓ | ✓ |  |
| Able and willing to be self-supporting in terms of administrative tasks | ✓ | ✓ |  |
| Willing to work in a small team and support and substitute for colleagues, adopting the shared responsibilities for each team member | ✓ | ✓ |  |
| Willing to work from home and to travel across England as necessary | ✓ | ✓ |  |
| **Signature:** |
| **Date:** |