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| **JOB DESCRIPTION** | |
| Job title | **Business Development Worker** |
| Organisation | St Matthews Big Local Leicester (SMBLL) |
| Job Details | Part time – 16 hours per week. (flexibility essential)  Hourly rate £12.15  Closing date: Friday 7th February 2021 |
| Main purposes of job | In line with the SMBLL plan, the Business Development Worker will play a vital role in supporting SMBLL Manager and the Partnership Board in establishing a sustainable financial future.  The post holder will assist with the development of a long term strategy, including the creation of a new community business, fundraising and business plan. The post holder will support the charity to create and fund a new social enterprise.  The post will research and identify new income sources, help develop robust business plans to guide this work, develop and support approaches to these sources, and play a crucial role in coordinating approaches across the charity.  The post holder will also be responsible for maintaining our existing relationships with key stakeholders and developing new partnerships. They will support in sourcing additional funding, writing reports and timely applications where appropriate. Additionally, the post holder will report to the manager and Board of Trustee and provide a range of administrative support as necessary  The postholder will be responsible for the development and management of St Matthews House Community Hub, Our Multi Use Games Area and maximising its use in line with the charities vision and optimising opportunities.  You will be required to work from our community hub for 3 days a week. |
| Key tasks | You will be responsible for delivering on the Big Local Plan and other additional projects as guided by the Charity Manager and Board of Trustees. This will include:   * Helping to raise public awareness on issues relevant to the community / undertake market research/scoping activity in support of new income approaches * Support the development of robust business plans to guide these approaches * Support the introduction of a Social Enterprise * Be a source of ideas and suggestions about how SMBLLs expertise might be presented to new sources. * Preparing reports and policies * Promoting the charities brand through the use of social media * Raising and managing funds (including future funding for staffing costs and core costs) * Developing and implementing strategies * General administrative duties * Any other duties as required |
| Key results/ objectives | To develop a business strategy that will increase funding and income generation to ensure long term sustainability of SMBLL. |
| Responsible for staff/equipment |  |
| Reporting to… | The charity manager. |

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| **PERSON SPECIFICATION** | | |
| **Criteria** | **Essential (E) or Desirable (D)** | **E/D** |
| Qualifications | A degree and/or relevant fundraising experience. | E |
| Skills/  competencies | * Research and report-writing skills and the ability to interpret or present data * Fundraising - to identify and pursue sources of funding * Ability to generate additional income * Creative thinking and problem-solving ability * Advocacy and networking skills * General admin skills * Social, political and negotiating skills | E  E  E  E  E  E  D |
| Knowledge | * Awareness of additional funding opportunities * Knowledge and understanding of local communities and social issues * Safeguarding policies and procedures * An understanding of the Local Trust and how charities work | E  E  E  D |
| Experience | * Fundraising * Income generation * Developing and cultivating relationships with external stakeholders * Administration * Paid/voluntary work with charities * Working with diverse communities in areas with high deprivation * Community development | E  E  E  E  D  D  D |
| Personal qualities | * Compassion and the ability to empathise with people's life experiences * Must have the flexibility to work various hours and days as the job demands * Self-motivated * Enthusiastic and committed * Able to work on own initiative * Willingness to undergo relevant training * Outgoing and a self-starter * Willingness to work closely with other staff * A keen interest in community and social issues | E  E  E  E  E  E  E  D  D |