



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Development Manager</b>
<b>Location:</b>	<b>Flexible to reflect role requirements</b>
<b>Accountable to:</b>	<b>Senior Management Team</b>
<b>Accountable for:</b>	<b>N/A</b>
<b>Salary:</b>	<b>circa £30,000 per annum</b>
<b>Hours:</b>	<b>37hrs per week</b>
<b>Employment Status:</b>	<b>Permanent</b>

### ***Our Vision:***

*A world where everybody is valued and included as active and equal citizens in their community regardless of need.*

### ***Our Mission:***

*That everybody has access to safe, secure and quality places to live, with the right care, support & information to live the life they choose and to have access to meaningful & fun opportunities and activities.*

### ***Our Three Core Offers:***

- Safe, Secure & Quality Housing
- The Right Care, Support, Advice & Information
- Meaningful Things to Do

## **Purpose of the Role**

This is a unique opportunity to join Midland Mencap at an exciting time in our development as we look to further embed our vision, mission and three core offers across the wider region (Coventry, Worcestershire & Walsall).

We are looking for a creative, energetic, versatile and highly organised individual to join our fast paced and dynamic organisation. You will act as a key link between our existing management structures and the development of new services, opportunities and partnerships.

You will -

- Have responsibility for developing 'new business' opportunities and partnerships within Coventry, Walsall and Worcestershire
- Develop strong internal relationships with colleagues and peers across our three core offers
- Identify, build and sustain professional relationships with all key stakeholders
- Represent Midland Mencap at events to help spread the word about our work and to expand our networks
- Translate our vision, mission and three core offers into key messages and positively and proactively communicate these to others

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Develop positive relationships with stakeholders and prospective partners
- Identify and research potential prospects, funders, sponsors and partnership that deliver against our strategic plan
- Work closely with our management team and key partners to consolidate ongoing partnerships and contracts
- Identify circumstances where colleagues will contribute to this work
- Lead and contribute to funding applications and proposals
- Preparing and delivering pitches to a wide range of audiences
- Developing Initial Business Case's for new proposals and ideas that identify risks, benefits and recommendations
- Representing Midland Mencap at meetings, conferences and other events

## **Planning and Reporting**

- Support the development of strategies for income generation
- Support the development of existing activity and newly formed ideas
- Ensure policy and procedure adherence, identify and manage risk and ensure the adherence to health and safety, safeguarding protocols are paramount
- Compiling regular reports on progress, using internal management software and databases
- Contribute to regular business development meetings and verbally reporting on progress
- Pulling together materials and reports for board meetings
- Replication and scale up of new services/ models
- Feasibility for new projects (for example Social lettings)

## **Key relationships (internal and external)**

- Representing Midland Mencap at meetings, events, conferences
- Build and sustain regional and local relationships
- Identify and develop relationships with key stakeholders
- New contacts, speculative approaches, early exploration of ideas.

## **Marketing & PR**

You will work closely with the Senior Management Team & our internal PR and Marketing Officer to produce marketing materials, plans for disseminating the materials effectively, and to deliver against those plans.

## **Summary of tasks/ functions**

### **Main job activities**

- Development of a plan which demonstrates how Midland Mencap will approach/ meet our strategic objectives with respect to growth outside of Birmingham.
- Innovation – generation, harvesting, incubating and accelerating new ideas.
- Developing a plan to meet growth and income targets.
- Exploring new partnerships, new delivery models, new funding streams with a view to diversification of funding and reduction of risk
- Ensuring Midland Mencap remains current, relevant and competitive
- Driving continuous improvements.

NB. This is not an exhaustive list; it is an indication of the nature of tasks to be undertaken

## **Skill & Competencies**

### **Knowledge/ skills/ experience**

- Appropriate experience or you can demonstrate transferable skills to meet the demands of the role
- Innovation - Experience of, and ability to apply ideas/ ways of working to new contexts.
- Creative thinking – ability to design new ways of working and achieve outcomes based on latest learning or research.
- Ability to analyse current delivery programmes, draw conclusions about 'what works' and apply this learning to new, more efficient or effective models.

### **Financial control**

- Contribute to budget setting process based on service delivery plans.
- Responsible for managing approved spend
- Responsible for meeting income generation target

### **Judgement/ decision making**

Your Line Manager would be consulted about decisions which affect the future direction of the organisation, a risk to the organisation, or which involve a significant change to the financial position such as a change to the staffing establishment, or a new business opportunity.

Typical decisions for this role affect the design, management and improvement of the operational delivery across processes, quality, capacity, assets and people (HR).

### **About you:**

Our ideal candidate will have and/or be able to demonstrate:

- 3-5 years' experience in successful income generation/business development
- Experience of working within the Third sector
- Strong understanding and alignment to our vision and mission
- Demonstrable understanding of the charity funding environment
- A great team working ethic

- Excellent communication, interpersonal and presentation skills
- Excellent time and workload management skills
- A problem-solving approach
- Excellent attention to detail
- Experience of working in teams and to deadlines
- A flair for developing positive relationships
- Persuasive writing skills
- A natural presentation style for a range of audiences
- A high level of IT literacy
- Ability to work to own initiative
- Business planning
- Experience of working across a large and diverse geography