

JOB DESCRIPTION

Job Title:	Head of Business Development		
Hours of Work:	37 hours	Annual Leave:	25 days + B Hols
Location:	Reds in the Community, Grove St, Barnsley, S71 1ET	Salary Range:	£30,000 per annum
HR Contact:	Rebecca Lee	Reporting to:	Chief Executive Officer
Date posted:	7 th December 2021	Contractual Status:	Permanent
External posting URL:	https://barnsleyfccommunity.co.uk/		

Applications Accepted By:

Please apply by downloading and completing the job application form which can be found on Reds in the Community Website: <https://barnsleyfccommunity.co.uk/>
Reds in the Community no longer accept CV's
Attention: Rebecca Lee- Compliance Officer

Job Description
Job Purpose

The post-holder will be accountable for researching, securing, and monitoring new sources of income and ensuring alignment with the strategic objectives and Vision of RitC.

Roles and Responsibilities

- To represent RitC in a professional manner and consistent with Core Values
- To raise funds by collaborating with peers to raise funds through grant funding application, sponsorship and corporate social responsibility.
- To work collaboratively with Barnsley FC Commercial Department to create a joint CSR strategy, to deliver on joint pitches and presentations to the local, regional and national business sector
- To generate and maintain positive relationships with all businesses across Barnsley and the wider area
- To research and identify suitable sources of income to support local strategic need and RitC strategic objectives
- To collaborate with peers in the preparation and submission of monitoring and evaluation reports to stakeholders and supporters
- To lead on the creation of an annual impact report to demonstrate return on social investment.
- To implement a strategic approach to creatively engage and communicate with all stakeholders to inform and influence
- To effectively collaborate across functions with peers to work towards shared goals
- To review funding agreements, implement systems and processes to ensure compliance throughout the project timeline and build stakeholder confidence
- To collaborate with peers in the preparation of budgets to support application submissions and ongoing monitoring reports
- To liaise with colleagues regarding projects progress including planning and agreeing project milestones for monitoring and evaluation purposes
- To carry out administration, prepare reports, provide briefings, attend meetings and provide management information as necessary
- To contribute to the business and strategic planning to ensure growth and forward momentum of RitC Vision
- To be the main point of contact in relation to all business development related opportunities and enquiries
- To ensure compliance with all RitC Policies and Procedures
- To undertake training and CPD as necessary and relevant to the post

- To generally assist in any tasks required in the operation of RitC as directed by the Chief Executive. Any changes arising will take into account salary and status. They will be subject to discussion with individuals or sections within the organisation

Qualifications and Education Requirements

- Educated to degree-level or equivalent or be able to demonstrate the equivalent proven employment experience.