

PERSON SPECIFICATION- Head of Business Development

Criteria	Description	Essential/Desirable	Assessment Method
1. Qualifications/Knowledge	<ul style="list-style-type: none"> • Educated to degree-level or equivalent or be able to demonstrate the equivalent proven employment experience. • Good working knowledge of MS Office (Word, Excel). • Good understanding of grant funding and corporate sponsorship landscape 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p>
2. Experience & Skills	<ul style="list-style-type: none"> • Experience working in bid writing, including preparation of funding applications for trusts, foundations or businesses. • Experience of report writing (monitoring & evaluation) for funders and supporters • Proven track record in securing income from trusts, foundations or businesses • Experience in strategic marketing and business development • Excellent written and verbal communication skills, and the ability to present RITC's work effectively and persuasively to a range of stakeholders. • Excellent interpersonal skills, and the ability to motivate people and organisations to support the work of RITC. • Systematic and thorough, with an eye for detail. • Highly numerate. • Ability to manage and priorities a varied workload, working under pressure to meet tight deadlines. • Excellent administration skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>App/interview</p> <p>App/interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/ Interview</p>

<p>3. Values & Behaviours</p>	<ul style="list-style-type: none"> • Team player • Flexible and willing to work in the fast-paced and constantly changing environment of growing service-providing charity. • Conscientious and responsible. • Ability to work independently and to contribute ideas. • Ability to support and enthuse others and maintain a professional image. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p> <p>App/Interview</p>
<p>4. Other</p>	<ul style="list-style-type: none"> • Use of a car or ability to travel independently • Knowledge of the local area • Knowledge of funding streams accessible by Football Club based charities • Experience of working within professional football club setting. • Competent with social media including use of Facebook and Twitter for work purposes • Knowledge of operating in the charity sector, governance and legal requirements of the Charities Commission. • Good understanding of the Premier League / English Football League and football club business and community operations or similar sports/club community organisations 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application</p> <p>App/Interview</p> <p>App/Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p>