#### CITIZENS ADVICE BUREAU WEST LOTHIAN

**Employer:** Board of Directors

**Job Title:** Business Development Manager

**Salary:**  £32- 35,000 per annum (depending on experience)

**Responsible to:** CEO

**Hours:**  Between 16-20 hours per week (to be agreed)

**Place of work:** Blended working

**Main Purpose:** As part of the Management Team the Business Development Manager working under the direction of the CEO and will be responsible for developing a pipeline of exciting new and innovative opportunities which will support the changing needs of residents, building on our strong successful track record locally.

**Responsibilities**

* Develop fundraising strategy identifying potential funders for sustainable income streams for continued service delivery for new and existing projects
* Prepare funding applications, tender documents in line with West Lothian CAB’s development plans
* Keep abreast of funding opportunities and identify and respond to appropriate funding and project opportunities
* Provide funders and potential funders with accurate information when required and keep records of all contacts with funders and outcomes of applications.
* Attend meetings and events pertinent to potential funding sources.
* Participate in national co-design work regarding national projects
* Continue to develop a network of contacts within the voluntary sector and identify opportunities for the development of the bureau’s services.
* Develop corporate relationships with a view to delivering new and innovative projects
* Undertake PR activities as required
* Maintain strong relationships with key stakeholders
* Provide written reports on funding position and other publications as required.
* Attend Board and sub group meetings as required
* Undertake any other reasonable tasks as requested by the CEO or Board of Directors

**Person Specification – Business Development Manager**

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|  | **Essential** | **Desirable** |
| Qualifications | Educated to degree level or have equivalent relevant experience |  |
| Experience | Direct experience and track record in bidding for fundingSuccessful project developmentKnowledge of current funding environment for voluntary sectorExperience of monitoring and evaluating and using evidence for funding purposes. Ability to monitor and maintain own standards.Experiences of working in a performance driven environment and evidence of meeting targets.Experience in writing reports and publicity materialExperience in publicising and promoting projects.Experience of partnership working in the voluntary and statutory sectorsExperience of developing corporate relationships  | Experience of undertaking research and/or consultation |
| Skills, knowledge and attributes | Effective writing skills with particular emphasis on successful funding bids.Excellent interpersonal and communication skills.Good presentation skills.Ability to prioritise and meet competing deadlines.Attentive to detail and problem-solving skills.Experience in writing reports and publicity material.Ability to use IT in the provision of advice and the preparation of reports and submissions. | Awareness of the social needs of local communities and services provided by the voluntary sector |
| Values and Attitudes | An innovator who likes the challenge of developing and implementing new approachesAbility to give and receive feedback objectively and sensitively and a willingness to challenge constructively.Well organized, self-reliant, able to work independently and in a small team. Ability to work under pressure.Commitment to voluntarism.Commitment to quality customer care. | Proven ability to work within a community development or volunteer setting.Understanding of and commitment to the aims and principles of the CAB service and its equal opportunities policies.Ability to deal with change management  |
| Other | Willing to be flexible and adaptable in meeting the needs of the service.Able to work on own initiative.Willing to undertake occasional work out of office hours |  |