

PERSON SPECIFICATION

Business Development Manager



Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
Qualifications	Good level of general education.	Application Form, Certificates	✓	
Experience	Over two years of experience in business development, or in a similar/related role e.g. a funding role, including immersive knowledge of the voluntary and community sector.	Application Form, Interview, References	✓	
	A track record in bidding, winning and delivering contracts, ideally including public sector funding as well as charitable funds.		✓	
	Experience of working in partnership with other organisations on multi-agency projects.		✓	
	Strong experience of developing and managing a grant fund portfolio and/or creating and supporting business development/income generation strategies.			✓
	Experience of developing new income streams, including launching new products or services.			✓
Skills, Knowledge and Aptitude	The skills and confidence to liaise with, influence, provide support to, and develop partnerships with individuals and organisations across Northumberland and Tyne & Wear.	Application Form, Interview, References	✓	

	A proactive approach with a strong knowledge of business development and the funding landscape in England.		✓	
	Excellent written and oral communication skills, with the ability to write and present clearly and concisely.		✓	
	Commitment to providing high levels of customer service.		✓	
	Good understanding of current digital and social media platforms.			✓
	Strong skills in producing budgets for funding/contract applications.		✓	
	Strong skills in analysing written and numerical information.			✓
	Excellent administrative and planning skills.		✓	
	Ability to make effective use of a wide range of IT and digital applications (e.g. Office 365 including SharePoint and Teams).		✓	
Motivation and Working Practices	Self-motivated – able to work alone with minimum supervision.	Application Form, Interview, References	✓	
	Able and willing to work as part of a multi-disciplinary team and contribute effectively to the work of the team.		✓	
	Committed to sport and physical activity, equality, diversity, inclusion and safeguarding.		✓	

	Able to develop and deliver work programmes within challenging circumstances.		✓	
	Personable and confident.		✓	
Other	Able to meet the travel requirements essential to the post, including managing time and regular travel between the Charity's office and client locations.	Application Form, Interview, References	✓	
	Committed to continuous professional development and maintaining pace with industry trends and developments.		✓	
	Willing and able to work between an office and a home environment, with a flexible attitude when required to work at third party locations. This may include working evenings and weekends on occasion.		✓	