**Business Development Manager Transformation**

* **Permanent full time contact**
* **Hybrid-working (Head office located in Victoria, London)**
* **37.5 hours per week**

**Are you an experienced Business Development Manager ready to maximise the journey of growth for one of London’s leading Mental Health Charities?**

If you are an ambitious and experienced Business Development Manager who can lead on transformation and growth, identifying new ways for us to support people and develop services, then we want to hear from you!

**About the Role**

We are looking for someone who understands the commissioning landscape and can use research and innovation to build practical solutions to help commissioners support the needs of our communities.

Reporting to the Head of Partnerships, you will be working within a small Business Development team working towards financial growth targets.

The role requires someone that:

* Is skilled at building relationships internally and externally, able to articulate our vision to secure new working partnerships.
* Has outstanding writing skills.
* Maintains a high standard of record keeping and governance.
* Understands risk and complexity.

**About you:**

* You are experienced in driving strong income growth from different sources.
* You thrive when developing strong, values-based partnerships.
* You are Income Target driven.
* You have a can-do attitude, keen to identify new opportunities.
* Experienced in bid writing to a high level.
* It’s essential that you are an effective communicator who can work with range of people and services.
* You have excellent sales and networking skills.

**About us**

* It’s an exciting time to join us at Mind in Brent, Wandsworth, and Westminster. **We are one of London's leading, community based, mental health charities**, providing support to our local communities for over 50 years.
* We are a fast-growing organisation that places people at the centre of what we do.
* We are a supportive team that make it a priority to support the wellbeing of our staff. Over 50% of our staff have lived mental health experiences, and everything we say and do is rooted in the experiences of people who know what it’s like to live with a mental health problem.
* We have an excellent track record of delivering high quality clinical services to a range of local communities across the boroughs we serve.
* We have a collaborative workforce that works in partnership with statutory and non-statuary Heath and social care system, and a wide range of stakeholders.

**Why work for us?**

* Competitive Salary: £40,921 pa
* Hybrid-working.
* Life-changing work.
* Learning and development opportunities.
* Passionate and professional workforce.
* Diversity and Inclusion.
* Flexi time.
* Cycle to work scheme.
* 30-day annual leave plus Bank Holidays.
* Access to Employee Assist Programme.

**Application process**

* **Please check the Job Description to ensure that you meet the requirements of the role.**
* To apply
* **Email your CV and Supporting Statement stating why you are the best candidate for this role** to [vacancies@bwwmind.org.uk](mailto:vacancies@bwwmind.org.uk)
* Deadline for submission of application is: 7th August. Please note, we may close applications early if we receive a high volume of applications.
* Interviews are scheduled for Week Commencing: 8th August 2022
* If you wish to have an informal chat about this role please contact, Simon Thompson, CEO on [SThompson@bwwmind.org.uk](mailto:SThompson@bwwmind.org.uk) or Jackie Cumming, Head of Partnerships, [JCumming@bwwmind.org.uk](mailto:JCumming@bwwmind.org.uk)

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Business Development Manager - Transformation |
| **Grade & Salary:** | £40,921 per annum P03 SCP42 |
| **Hours of work:** | Full-time – 37.5 hours per week |
| **Line Management Reports:** | N/A |
| **Accountable to:** | Head of Partnerships |
| **Functional Responsibility:** | Business development  Income generation  Corporate Partnerships |
| **Job Purpose:** | To build strategic partnerships with commissioners, funders and other revenue stream stakeholders  To achieve business growth & income generation  To achieve ambitious growth targets as set out in Mind in Brent, Wandsworth & Westminster’s Business Plan.  To foster a culture of transformation and innovation within the charity.  To promote and manage the Corporate Partnership programme |
| **Based at:** | Hybrid working.  Regular attendance in London is part of this role. Our Head office is in Victoria, London, SW1P. |

**Overview**

Mind in Brent, Wandsworth & Westminster is an ambitious charity that strives every day to support people to improve their mental health. We see the person, not the diagnosis, and enable people to attain their dreams and ambitions.

We are looking for an ambitious and experienced Business Development Manager who will focus on transformation, developing new service models internally and identifying new service streams with external commissioners and funding partners.

You will be working to financial growth targets, working with colleagues to write and win tenders. You will have a demonstrable track record of using tender portals and a strong understanding of the tender process.

In addition, we want a strategic thinker who can help inform the direction of travel for our income generation plans and can produce a Strategic Plan.

This post will also lead on Corporate Partnerships, securing financial commitments and developing long-term fruitful partnerships.

This role would suit someone who can inspire people and new ideas, but also able to mould inspiration into a practical solution.

This is a pivotal role within a small team where you will be able to make a real difference in developing and securing income that will support people with mental health needs to live the life they choose.

**Main Responsibilities**

* To support the Head of Partnerships to meet ambitious growth targets
* To work alongside another Business Development Manager, who will have greater focus on tender opportunities and bid management
* To achieve target growth of 20-30% per annum
* To lead on transformation, fostering a culture of innovation and developing new service models
* Writing successful bids and managing the tender process
* To collaborate with Service Manager colleagues to design service models that meet commissioner need
* To develop successful, concise and excellently articulated proposals to secure new business
* Develop and maintain excellent relationships with commissioners, partners and funders for the purpose of attaining new services, and retaining / expanding existing services
* To communicate our vision and programmes in a compelling and inspiring way, and influence commissioning partners
* To steward an existing portfolio of Corporate Partnerships, maintaining excellent relationships and meeting financial targets
* To secure new Corporate Partnerships
* To provide regular income generation reports
* To help produce our Strategic Plan
* To source and report on the latest research
* To encourage and foster innovation and the development of new services
* Managing budgets within the development function, ensuring value for money and accurate costing of services
* Work effectively with colleagues and other professionals, managing relationships and engagement for positive outcomes
* To work as part of a team, willing to support colleagues with other functions, including occasional fundraising support, when necessary
* Promote equality of opportunity and diversity in all our services and in managing people
* Work within Mind in Brent, Wandsworth & Westminster’s business plan and policy and procedural frameworks
* Act as an ambassador for Mind in Brent, Wandsworth & Westminster at all times, promoting our values, mission and strategic objectives
* To carry out any other duties commensurate with the role

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Element** | **Description** | **Essential/desirable** |
| **Qualifications and**  **Experience** | * Demonstrable experience of driving strong income growth from different sources including at least one of the following: local authorities, NHS Trusts, CCGs, GP Federations, regional and national health bodies or grant giving institutions | **E** |
| Demonstrable experience of developing strong, value-based partnerships built on excellent, interpersonal relationships and strategic alignment. | **E** |
| Evidence of meeting or exceeding pre-agreed income targets | **E** |
| Demonstrable experience of using tender portals and strong knowledge of tender process | **E** |
| Experience of identifying opportunities to increase income and reach targets | **E** |
| Experience of developing an ambitious business development plan | **E** |
| Experience of implementing systems and procedures to manage and demonstrate progress and a future pipeline. | **E** |
| **Knowledge and skills** | Excellent bid writing skills | **E** |
| Strong understanding of service models | **E** |
| A recognised business development qualification or membership of a recognised professional body | **D** |
| Skilled at developing strong, value-based partnerships, built on excellent interpersonal relationships | **E** |
| Creativity, imagination and entrepreneurial attitude towards your work. | **E** |
| Ability to learn, digest and communicate information quickly and efficiently. | **E** |
| **Attributes** | Excellent sales, communication, networking and relationship building skills with the ability to develop new contacts and maintain existing partnerships. | **E** |
| Outstanding communication skills, with an ability to influence and inspire both verbally and in writing | **D** |
| Excellent interpersonal and leadership skills at all levels. | **E** |
| Ability to recognise conflicting priorities and deal with them effectively. | **E** |
| Ability to think imaginatively, ambitiously and from own initiative to identify potential new opportunities and areas of growth | **E** |
| A confident, inclusive and collaborative attitude to involvement of colleagues and service users to develop new services | **E** |
| Ability to make judgements based on viability and cost benefit analysis. | **E** |

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety and Equality, Diversity and Inclusion.

No job description can cover every issue which may arise within the job at various times and you will be expected to carry out other duties from time to time, which are broadly consistent with those descriptions.

**Mind in Brent, Wandsworth and Westminster** Head Office, Hopkinson House, 6 Osbert Street, London SW1P 2QU

admin@bwwmind.org.uk

T: 020 7259 8100

https://www.bwwmind.org.uk/

Registered charity number 292708