



Connecting Carers
A better life for unpaid carers in Highland

Business Development Officer

Location: Dingwall

Job Description and Person Specification

Title of Post:	Business Development Officer
Employer:	Connecting Carers (Highland Community Care Forum)
Hours:	Part-time 28 hours
Place of work:	The post holder will be located at home due to COVID-19 but normally office based in Dingwall
Salary:	£30,000 per annum pro rata
Reports to:	Connecting Carers Manager
Contract:	Fixed Term 18 months

Purpose of the role:

To contribute directly to the growth of Connecting Carers services through the management/creation of proposals, tenders and grant applications, following standard processes for developing business cases, contract terms approval and risk assessment

Improved outcomes for carers:

As part of Connecting Carer's team the post holder will contribute to the following outcomes for Carers:

- To be identified
- For the Carers voice to be heard in relation to shaping Connecting Carers services

Main Tasks:

- Lead/project manage the implementation and delivery of strategies leading to successful bids
- To manage the business development function of the organisation in such a way that it allows our operational delivery to grow and be effective
- To use effective project management skills/tools when implementing successful funded projects
- To create innovative ideas in engaging a wide range of funders and partners interested in supporting unpaid Carers
- To deputise for the Connecting Carers Manager in their absence
- To be an active and effective member of the Senior Management Team

- Maintain good relationships with existing commissioners and develop relationships with new key stakeholders in order to generate demand of service
- In conjunction with the Connecting Carers Manager develop a business plan and provide regular monitoring and evaluation reports for the relevant audiences

General duties

- Comply with all Connecting Carers policies relevant to this post
- Comply with and contribute to Connecting Carers work on continuous quality improvement
- Participate in staff meetings
- Carry out non-recurring duties as arise from time to time and occasionally help to cover other duties as and when requested
- Such other duties as maybe required to fulfil the objectives of the role

Person Specification:

Essential skills, knowledge and experience required for this post:

- Educated to degree level and/or relevant experience
- Clear understanding of the needs of unpaid Carers
- An understanding of the regional and national landscape that Connecting Carers operates in and ability to identify and capitalize on opportunities
- Proven ability to plan, lead and manage proposals that win new business in line with business processes
- Proven project management experience
- Proven experience in the third sector within a business development role
- Experience at senior management level within the Third Sector
- Proven experience of the design and implementation of business plans
- Ability to work as part of a team and on own initiative
- Self-motivating and work under pressure

- Experience and knowledge of Social Enterprise development
- Excellent communication, organisational and time management skills
- Excellent computer skills relevant to needs of post
- Displays honesty, integrity and a strong sense of ethics in all actions and decisions
- Ability to deal with all service users in a sensitive and person centred manner
- Commitment to the values of the voluntary sector
- Commitment to equal opportunities
- Commitment to supporting Carers and their rights
- Ability to work flexible hours when required

Desirable criteria:

- Understanding of the workings of Local Authority and NHS
- Full driving license and access to a car

I have read and understood the Job Description and Person Specification:

Signature:

Date:



**Highland
Community Care Forum**

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