



JOB DESCRIPTION The Richmond Fellowship Scotland

Post:	Business Development Partner
Location:	Home based. Occasional travel to offices across Scotland will be required.
Salary:	£40,667 per annum
Hours:	35 hours per week, however flexibility may be required in accordance with the organisational requirements.
Annual Leave:	37 days
Reports To:	Head of Development

Post Summary

The Business Development Partner plays an important role driving the strategic growth of The Richmond Fellowship Scotland (TRFS), enabling us to provide increased amounts of personalised and outcomes focused support services that help people to live meaningful and fulfilled lives. Working as part of the TRFS Development Team, the Business Development Partner will ensure TRFS capitalises upon new business opportunities within the Scottish social care landscape and will co-ordinate and deliver high quality tender submissions for public care contracts and secure additional funding from other sources.

An important element of the Business Development Partner role will be to work effectively with colleagues throughout the organisation to understand and identify our impact and unique service offerings. You will then translate this information into value propositions which demonstrate our uniqueness within the care sector; new service proposals; funding applications and marketing materials and campaigns.

Key Responsibilities:

- To identify new business and growth opportunities aligned to TRFS strategic goals.
- Produce high quality tender submissions within required deadlines. This will include drafting quality / technical answers and completing European Single Procurement Document's (ESPD). The post holder will be expected to project manage bid processes ensuring the effective engagement / contribution of all relevant organizational stakeholders.
- Identify grant and other types of charitable funding opportunities and produce high quality proposals and funding applications.

- Provide direct business development support to Operational Area / Team Managers. This will include providing assistance and advice in relation to service level growth planning; drafting service proposals; creating localized marketing and promotional materials; and support with partnership activities and commissioner negotiations.
- Produce market analysis and research to inform strategic growth planning and initiatives.
- Maintain accurate and complete records of all business development activity and assist the Head of Development to produce business activity reports for TRFS Executive and Management Committee.
- To raise commissioner and public awareness of TRFS services and specialisms through effective marketing (including online and targeted marketed campaigns).
- To promote a culture of innovation within TRFS by sharing updates and examples of effective business development practices throughout the organization using internal communication mechanisms.
- Contribute to the overall work and appropriate duties of the Development Team.

Organisational

- Work within and contribute to any changes or amendments to the policy and procedures of the organisation.
- Contribute to the development of appropriate financial, technical and general databases. Make recommendations to improve the efficiency of database and data reporting mechanisms.
- Contribute to the development of organisational strategy.
- Contribute and input to supervision meetings and ensure to ensure the delivery of work objectives.
- Contribute to the work of the organisation in developing real outcomes for the people we support.
- Ensure that all work is carried out in accordance with the organisations Equal Opportunities Policy and promotes the value of diversity.
- Duties may be varied from time to time following discussion and consultation with the required parties within the organisation.

This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder. Depending upon organisational needs you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal and Transfer Policy, a copy of which is available on the intranet.



The Richmond Fellowship
Scotland

COMPETENCY AND PERSON SPECIFICATION FRAMEWORK

PERSON SPECIFICATION – Business Development Partner

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to Degree Level in relevant subject area 	<ul style="list-style-type: none"> • Post graduate qualification in relevant area i.e. Social Care, Business Administration etc. • Postgraduate level qualifications / training in research methods
Experience	<ul style="list-style-type: none"> • Significant previous experience (3years+) within a focused business development role within the social care / health sector • Demonstrable understanding of the importance and impact of outcomes focused and personalised social care • Proven track record of income generation • Demonstrable experience of writing quality and technical answers as part of successful tender and / or funding applications • Working knowledge of the Scottish public contacts and social care funding landscape • Experience of producing marketing materials in a range of formats • Demonstrable experience of developing partnership 	<ul style="list-style-type: none"> • Demonstrable experience of drafting successful tender submissions for high value (£300K+) public contracts, preferably within the context of third sector social care or health services • Experience of completing European Single Procurement Documents (ESPDs) • Demonstrable experience of securing charitable grant funding • Experience and expertise in the use of the Public Contracts Scotland Tender (PCST) system • A proven track record of leading successful marketing campaigns • Experience of Executive level reporting on business activity

	<p>relationships with external agencies</p> <ul style="list-style-type: none"> • Sound financial skills and a proven ability to assess the viability of new business opportunities 	
Skills and Abilities Applicable to the Post	<ul style="list-style-type: none"> • Excellent analytical and inquiry skills • Proven ability to present performance data in a variety of formats • Excellent written skills and a proven ability to write for different audiences • Excellent presentation skills including confident and authoritative verbal communication • A high level of technical ability and proficiency • Excellent organisational and record keeping skills • Competent in the use of Microsoft Office applications including Word, Excel and Powerpoint 	<ul style="list-style-type: none"> • Demonstrable experience of market analysis • Experience of writing for the Web • Experiences of developing business trackers and database systems
Interpersonal and Social Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to positive relationships at all levels 	<ul style="list-style-type: none"> • Experience of developing and maintaining strategic business relationships with commissioners,

	<ul style="list-style-type: none">• Strong influencing skills	funding bodies and other service providers.
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I understand and agree to work to the terms as indicated on this job description

Name (Print)

Dated

Signature

Please return a copy of your signed job description for your personnel file