

**ROLE PROFILE**

**JOB TITLE: DEVELOPMENT PARTNER**

**LOCATION: Based at HEAD OFFICE, GLASGOW**

**(Requirement to travel to various locations)**

**CONTRACT TYPE: PERMANENT**

**REPORTING TO: HEAD OF DEVELOPMENT**

**HOURS PER WEEK: 35**

**SALARY SCALE: £45,000 per annum**

**PURPOSE OF THE JOB**

The Development Partner will deliver a variety of business development activities across the business, significantly contributing to new opportunities and funding streams aligned to our mission and strategic growth plans.

With sound knowledge of the commissioning landscape the Development Partner is integral to the acquisition of new services through effective bid management and procurement activities. The post holder will scope, design, plan and implement services and engage with teams across all functions, managing stakeholder expectations throughout all phases of project execution.

The Development Partner is responsible for full lifecycle of new service development and redesign, applying both tender development and project management principles to successfully grow our services.

**OUR VALUES**

Our values are at the core of everything we do. They influence our strategy, our vision and the behaviours that we expect of our staff. We empower people to thrive

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| **MAIN DUTIES AND RESPONSIBILITIES**   1. New opportunity scoping and initiation including market analysis, commissioning evaluation and engagement, competitor analysis, business case development. 2. Management of the bid and tender lifecycle management. Initiating tender teams, mapping bid resources to tender timelines, developing proposals and bids with local teams. Compiling ‘bid factory’ key resources and case studies. 3. Manage the bid procedure, assessing validity and purpose, ensuring necessary checks, measure and risk mitigations are in place for assessing and final bid approval aligned to strategic aims and purpose and authorities with adherence of schemes of delegation. 4. Support the Senior Leadership Team with the creation and delivery of the national business development strategy and resulting annual area plans, leading on specific projects as outline in the annual growth plan. 5. Initiate project implementation teams, coaching and directing key stakeholders involved in the planning and delivery of new services integrating seamlessly into the business. Deliver projects to maximum benefit, within budget; apply project management principles. 6. Lead on stakeholder relationships with external partners and agencies. 7. Take on lead project manager responsibility on new diversification and service redesign projects to meet the changing needs of business. 8. Support KPI development, implementation and tracking for service growth. 9. Attendance external meetings, events, forums and working groups, representing Blue Triangle and increasing our brand awareness 10. Collaborative working with marketing and communications, ensuring that bids, bespoke proposals and bid library documents follow brand guidelines and key messaging. 11. Produce reports, data and management information aligned to Key Performance Indicators and monitoring 12. Ensuring our core values are upheld at all times. 13. Undertake other tasks and duties as agreed from time to time with the Head of Development. |

**PERSON SPECIFICATION DETAILS**

1. You have excellent literacy skills, a keen eye for detail, can bring a story to life and translate information from various formats into tenders, bids, project documentation and reports.
2. You thrive in a diverse role, where no day will be the same, and can manage multiple projects and bids simultaneously, juggling conflicting priorities
3. A natural and confident communicator and facilitator, you engage your project teams with a balance of credibility and charisma
4. With strong project management skills, you’re able to take a concept and develop a project delivery plan, identifying key milestones and see projects through to business as usual with experience of risk mitigation and troubleshooting issues as they arise
5. Through a positive and proactive attitude, you build internal relationships for the greater good of your project and Blue Triangle’s services
6. You are a commercially minded individual with the acumen to develop sustainable solutions and services, who knows what good looks and is driven by a strong desire to exceed expectations
7. A great team player: you want to be part of a team that works hard, supports each other and above all has fun along the way.
8. You have experience of partnering business leaders, and understand what great looks like
9. You are comfortable operating in an environment where ready-made processes don’t always exist – you can navigate ambiguity and ensure you spot and respond to opportunities for improvement
10. You have a proven track record and can evidence personal drive and commitment to engage others through in change initiatives
11. You are degree qualified (or relevant work experience) with a high learning ability and an interest in continuous professional development

**TERMS AND CONDITIONS SUMMARY FOR CANDIDATES**

The following terms and conditions of employment are available with this post and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period** 6 months

**Annual leave** 30 days’ annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)

**Pension** Contributory pension scheme. The Association contributes 3% of gross basic salary and the staff member contributes 5%.

**Life assurance** 3 times basic annual salary payable on death in service.

**Sick pay** Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks’ full pay and 5 weeks’ half pay between 3 months’ and 1 years’ service; 10 weeks’ full pay and 10 weeks’ half pay between 1 and 3 years’ service; and 26 weeks’ full pay for more than 3 years’ service.

**Employee assistance** Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.

Flexi-time is available with this post.