**Officers Association Scotland**

Post: Business Development Officer

Hours: 35 hours per week

Salary: £32 - £35k (depending on experience)

Location: Flexible- Edinburgh office with travel required across Scotland

Benefits: Contributory pension scheme after 3 months’ satisfactory service.

**Purpose of the Role**

The primary responsibility of the Business Development Officer is to work with the Head of Employment to develop, and deliver a high quality, employment programme to transitioning military personnel. We are looking for a self-motivated and enthusiastic individual to support the design, delivery, promotion, servicing and monitoring of clients, employers and military services across Scotland. You will lead in the delivery and administration of events, our marketing and communications as well as our website and data management. There may also be opportunities for development within the employment support role. You must be creative, forward thinking and want to challenge the traditional way to enjoy this role and our culture.

**Main Responsibilities:**

* Develop and maintain strong relations with the military resettlement teams and veteran’s services across Scotland, promoting the services of the Officers’ Association Scotland
* Promote OA Scotland, our vision, and outcomes, focusing on our target groups.
* Support OA Team with the design and delivery of social marketing approaches and campaigns.
* Lead on the development and delivery OA Scotland email, marketing and newsletters. Oversee OA Scotland’s Mentoring Platform
* Arrange and deliver a multitude of events for clients and employers throughout the year. Lead on the follow up from each of these events
* Manage and maintain employment databases and clients’ records providing performance data for the charity
* Manage the website, and Executive jobs board ensuring all content is current
* Oversee the monitoring and evaluation of all employment service delivery
* Deliver employment support to military personnel transitioning where appropriate
* Ensure that we are compliant and up-to-date re GDPR practices (and be willing to undergo training)

**Contributing to Administration** – to manage the provision of administration requirements in OAS

* Maintain client records and databases
* Maintain OAS employer contact lists
* Maintain the OAS jobs board, ensuring it is populated with relevant jobs

**Contributing to Marketing/PR/Comms** – to manageraising the profile of the organisation and the employment services it offers throughout Scotland and the rest of the UK in cooperation with OA London and other resettlement providers.

* Manage OA Scotland website and social media functions, ensuring that content is current and relevant
* Build and maintain relationships with Educational Resettlement Officers and Brigade Commands across Scotland
* Maintain a relationship with Forces Employment Charity, the Career Transition Partnership and other employment service providers in the ex-Services sector.
* Assist the Head of Employment to arrange and manage OA Scotland events.

**Managing/contributing to the team –** to ensure the OAS Employment team work efficiently and effectively within set guidelines

* Comply with the culture and policies governing OAS
* Help out with others areas of service within the organisation as and when required

**Managing Self –** to add value to the overall aims of OAS

* By being mobile throughout Scotland (as some Service bases you will visit are remote – you will need a full driving license and access to a car)
* By using your own initiative and being self-motivated to drive forward OA Scotland services
* By being available for out of hours events as required (Time off in lieu is applicable)
* Day to day work will be a mixture of working in the office and from home (post COVID – hybrid model) – this can be agreed prior to taking up the post.

**Person Spec**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **ESSENTIAL OR DESIRABLE** | **HOW ASSESSED** |
| **Qualifications Education, Training**   * Degree or equivalent management and relevant work experience * HR/Recruitment or Marketing qualification | Desirable  Desirable | Application  Application |
| **Experience**   * Business development or recruitment * Advice & guidance * Office Management * Events Management * Marketing & Comms Experience * Charity | Desirable  Dersirable  Desirable  Desirable  Desirable  Desirable | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview |
| **Knowledge**   * Word, Excel, PowerPoint * Website management * Social Media * Database management * Knowledge of the Armed Services * Service in the Armed Forces | Essential  Desirable  Essential  Desirable  Desirable  Optional | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application |
| **Skills & Competencies**   * Excellent written and verbal communication skills * Experience of advising and coaching clients or team members * Stakeholder management skills * Website management experience * Ability to prioritise and to work on a variety of projects at one time * Full driving licence | Essential  Desirable  Essential  Desirable  Essential  Essential | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application |
| **Personal Attributes**   * Flexible attitude * Willingness to attend occasional out of hours events * Mobility across Scotland * Team Player with ‘can do’ attitude * Self-motivated with ability to manage own workload * Work with integrity and confidentiality | Essential  Essential  Essential  Essential  Essential  Essential | Interview  Interview  Interview  Interview  Interview  Interview |

**Applications**

By CV and covering letter to Heather McVeigh, Chief Executive, OA Scotland [H.mcveigh@oascotland.org.uk](mailto:H.mcveigh@oascotland.org.uk)

**Closing date: Monday 28th November 2022**

**Interview: Week commencing 12th December 2022**

Informal enquiries about the post can be addressed to Heather McVeigh, Chief Executive, Officers Association Scotland Tel: 0131 550 1575.