

## Job Description – Business Development Manager



**Greener  
Kirkcaldy**

<b>Responsible to</b>	the Chief Executive
<b>Salary</b>	£36,584 per annum pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)* on a flexible basis, including occasional evening and Saturday work
<b>Place of work</b>	Greener Kirkcaldy office or hybrid of office and home
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
<b>Requirement</b>	The post-holder will be subject to a Disclosure Scotland check

\* We would consider requests to work fewer hours, or to job-share.

### Job purpose

Greener Kirkcaldy's work is diverse and includes programmes of action on climate change, fuel poverty and food insecurity. We work in Kirkcaldy and across the region of Fife, often in partnership with other charities, public-sector organisations and social enterprises. Our work encourages individuals, households, community groups and businesses to make Fife a greener and fairer place to live.

Our team of 40 staff and 100 volunteers delivers a wide range of grant-funded projects and social enterprise (income-generating) activities.

The purpose of this job is to play a key role in the delivery of Greener Kirkcaldy's organisational strategy. You will coordinate business development, funding and fundraising across the organisation. You will build internal capacity to support a more enterprising culture and grow our portfolio of social enterprise projects. You will also lead a team to coordinate communications and development services across Greener Kirkcaldy's projects and teams.

## **Specific responsibilities**

- To lead the development of existing and new social enterprise (income-generating) projects and services, in line with the strategic plan and working closely with the project managers
- To lead on the creation, implementation and review of business plans, pricing policies and monitoring systems
- To develop overall funding and fundraising plans for the organisation, and coordinate implementation of them
- To support the project managers to develop and submit applications for grant funding and contracts, in line with the funding plan
- To support staff and volunteers to share the social and environmental impact of their work
- To train and support staff and volunteers to carry out community fundraising
- To lead, support and line manage the Development & Communications Team to:
  - Carry out communications, marketing and publicity, including press, mailing list, website and social media
  - Coordinate the organisation's diverse programme of events
  - Grow and develop Greener Kirkcaldy's membership
  - Deliver community fundraising and individual giving campaigns

## **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- To promote the values of Greener Kirkcaldy when working in the local community
- To work effectively with other team members (staff and volunteers) to achieve goals
- To provide a positive role model for other staff at all times
- To develop good relationships with project partners
- To report on the success of allocated tasks, both verbally and in writing
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to staff and board meetings
- To undertake other duties in line with the job purpose

## Person Specification

<b>Qualifications, skills and experience</b>	Essential	Desirable
Proven record of commercial or social entrepreneurialism	•	
Experience of, and success in, securing grant funding	•	
Excellent communication and interpersonal skills	•	
Proven ability to plan and prioritise a busy, diverse workload	•	
Excellent literacy, numeracy and IT skills	•	
A qualification in business or social enterprise development		•
Experience of leading and managing a team		•
Experience of working in the voluntary or community sector		•
Experience of partnership working and ability to develop partnerships		•
<b>Knowledge</b>		
Understanding of social enterprise	•	
Knowledge of business and/or funding planning	•	
Knowledge of financial and impact monitoring and evaluation	•	
Knowledge of different communication and marketing methods		•
Knowledge and awareness of social marketing approaches		•
Good knowledge of environmental issues and climate change		•
<b>Personal qualities</b>		
Strategic thinking	•	
Proactive and self-motivated	•	
Commercial acumen	•	
Flexible and adaptable	•	
Ability to work well under pressure	•	
A willingness for continued learning and personal development	•	
Enthusiastic about engaging people to tackle the climate emergency	•	
An interest in social justice and helping people in hardship	•	
Genuine interest in community development and engagement	•	
<b>Additional requirements</b>		
Ability to travel to meet the requirements of the role	•	