**Employer:** The Pavillion (Greater Easterhouse) Development Trust

**Title:** Business Development Manager

**Reports to** CEO

**Hours:** 35 hours per week, varying, including daytime, evening, weekends.

**Salary:** £28,000 - £32,000

**Pension:** contributory pension.

**Contract:** 3 years

**Funder:**  Scottish Government - Strengthening Communities Programme

Established in 1999 The Pavillion (Greater Easterhouse) is a community youth organisation that provides a safe, fun, and nurturing environment for young people from primary 1 upwards, with most activities having historically focused on children and young people aged up to 18 but now with an increasing focus on whole family, whole community activities. Everything that we do aims to inspire our participants, raise their aspirations, help them to address the challenges that they face and encourage their development as young people.

The core of Pavillion’s service offer is a drop-in service for Mini’s, Junior’s, and Senior’s. While attending these sessions, young people take part in a wide range of engaging and developmental activities including issue-based workshops, sports, team building, games, STEM activities, art, music, and IT related activities. Specific additional projects are then developed around this core. For example, our peer wellbeing programme for young people allows young people to discuss their mental health and wellbeing and to support each other through a network of peers.

We also place a strong focus on attainment, helping young people to demonstrate what their development, through Youth Achievement / Dynamic Youth Awards, Community Achievement Awards, Saltire Awards and Youth Access units at Kelvin College.

**Purpose of Job**

The Business Development Manager in partnership with the community and staff will be responsible for developing and leading the business development strategy for the organisation.

The Pavillion needs a long-term plan. We have a small facility and a large catchment and an ever-increasing waiting list of families who need access to the service. We need to look at options for premises going forward. New build? Development on the current site or is it taking over a disused building in the community? We need to develop income streams which reduce our dependency on grants.

We think this is a fantastic opportunity for someone with the correct skills and enthusiasm to make a real difference in a community despite having to deal with enormous issues, still has the drive and determination to succeed as individuals and a community. This well not be easy but it will be rewarding. In a world were there is so much darkness, this will be a beacon of light.

SCP funding will be used to deliver the Project as described below:

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| **Agreed outcomes to be achieved 2023-2026** |
| 1. Improved awareness and understanding of Pavillion and its activities amongst local stakeholders and the community as a whole. |
| 1. Extended and deepened partnerships with local organisations to better serve the needs of the local community. |
| 1. Development of an increased number of funded projects that enhance Pavillion’s sustainability whilst providing demonstrable benefits to the local community. |
| 1. Enhanced ability to tender for provision of services and contracts that enhance Pavillion’s sustainability whilst providing demonstrable benefits to the local community. |
| 1. Increased participation in Pavillion activities amongst the local community. |
| 1. Increased financial contribution from income generating activities including contractual work, room bookings and hall lets. |
| 1. Development of a sustainable strategic plan and funding strategy based on robust evidence of community needs and wants. |

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| **Agreed activities, supporting SCP outcomes, to be achieved 2023-2026** | |
| Year 1 Main activities | 1. Collation of local information on existing organisations, activities and services, identifying all relevant partners and stakeholders. |
| 1. Familiarisation of local context including existing profile information, research and local area plans, alongside wider information on strategic context. |
| 1. Engagement with partners and stakeholders, both individually and collectively through network meetings, to enhance profile and understanding of Pavillion and identify opportunities for partnership activities and projects. |
| 1. Organisation and delivery of community engagement activities including events at Pavillion and elsewhere, aimed at enhancing awareness and understanding of Pavillion, and identifying community priorities. |
| 1. Facilitation of the development of a strategic business plan that brings together analysis of local community needs and Pavillion, which sets a vision and priorities for the future, key elements of a funding strategy, and addresses key delivery issues such as marketing, premises and funding strategy. |
| 1. Internal review, including skills audit, and delivery of staff training to ensure maximum readiness for new activities, e.g., facilities, marketing, tendering, admin and finance, setting up new internal processes and structures for enquiries, bookings, invoicing & payments, marketing/social media, facilities, service delivery approaches. |
| 1. Product development including development of new activities, services, room hire offers, and responses to specific identified tenders. |
| 1. Establishment of baseline and performance information pertaining to the project outcomes described. |
| Year 2 Main activities | 1. Continuous updating of information on local community and partner context. |
| 1. Continued community and partner engagement activities. |
| 1. Continued review of internal capabilities and actions including training and other support to enhance organisational capability and readiness to address project and contract opportunities. |
| 1. Continued product development including development of new activities, services, room hire offers, and responses to specific identified tenders. |
| 1. Project management of relevant business and organisational development projects that may arise out of development of strategic business plan (for example, in relation to marketing strategy, operational development, premises development). |
| 1. Continued monitoring and reporting on performance information pertaining to the project outcomes described. |
| Year 3 Main activities | 1. Continuous updating of information on local community and partner context. |
| 1. Continued community and partner engagement activities. |
| 1. Continued review of internal capabilities and actions including training and other support to enhance organisational capability and readiness to address project and contract opportunities. |
| 1. Continued product development including development of new activities, services, room hire offers, and responses to specific identified tenders. |
| 1. Project management of relevant business and organisational development projects that may arise out of development of strategic business plan (for example, in relation to marketing strategy, operational development, premises development). |
| 1. Whole project evaluation, addressing performance against outcomes over project period and considering areas for improvement and potential gaps in delivery. |
| 1. Review of all aspects of strategic business plan for continued relevance and updating of plan as appropriate. |

**Specific responsibilities**

* 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 their implementation

* To support the CEO and Manager to develop and submit applications for grant funding and contracts
* To lead the development of existing and new enterprising (income generating) projects and services, in line with the strategic plan and working closely with the CEO
* 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 Support the Manager and CEO in developing an up-to-date communications strategy: Including a review of current communications, marketing and publicity, including press, mailing list, website and social media

**General responsibilities**

* To work as part of the The Pavillion’s team to promote and encourage understanding of environmental issues
* To promote the values of The Pavillion 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**

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| **Qualifications Skills and Experience** | **Essential** | **Desirable** |
| Experience of, and success in, securing grant funding |  |  |
| Experience of planning and delivering community fundraising campaigns |  |  |
| Excellent communication and interpersonal skills |  |  |
| Proven ability to plan and prioritise a busy, diverse workload |  |  |
| Experience of partnership working and ability to develop strong partnerships |  |  |
| Excellent literacy, numeracy and IT skills |  |  |
| A relevant degree or qualification |  |  |
| Experience of commercial or social entrepreneurialism |  |  |
| Experience of leading and managing a team |  |  |
| Experience of working in the voluntary or community sector |  |  |
| **Knowledge** |  |  |
| Knowledge of funding and/or business planning |  |  |
| Knowledge of financial and impact monitoring, evaluation and reporting |  |  |
| Understanding of social enterprise |  |  |
| Knowledge of different communication and marketing methods |  |  |
| **Personal qualities** |  |  |
| Strategic thinking |  |  |
| Proactive and self-motivated |  |  |
| A willingness for continued learning and personal development |  |  |
| Flexible and adaptable |  |  |
| Ability to work well under pressure |  |  |
| Genuine interest in community development and engagement |  |  |
| An interest in social justice and helping people in hardship |  |  |