



JOB DESCRIPTION: Business Development Worker (18hrs)

Context

St John's Centre (SJC) is a vibrant and well-used community project, founded in 1982, to address inequalities in our community. The Centre employs eight local people. We have around 2,700 visits a month to our Centre, mainly from local residents of Old Trafford, but also from across Trafford and from neighbouring Hulme, Moss Side and Whalley Range.

Old Trafford, where we are based, is a multi-ethnic community with high unemployment, low incomes, low skills levels, and long-term health needs. People in this area face multiple barriers to employment or better-paid work; to integrating into or engaging in their local community; to supporting their children at school; and to just feeling healthy and happy.

Since its inception in 1982, SJC has championed equality and diversity particularly of people who need support within our community who are marginalised or disadvantaged in any way.

Through education and recreation St John's Centre, seek to

- Promote good relations within our diverse community;
- Give individuals the opportunity to realise their full potential; and
- Meet the needs of the present and create a sustainable resource for the future.

SJC have reached a pivotal stage in our development and want to recruit a person with specific skills in business/community development to assist our charity to take this exciting next step into a more sustainable model of operating.

Purpose of Post

The purpose of this post is to bring all the elements of business development together in the following areas defined below to ensure an absolute focus in this area of work: the post holder will be fully responsible for increasing Fundraising, increasing earned income, increasing usage of the building. Developing a business plan and an action plan for the life of the post (2 years).

The key responsibilities for this post come under four areas:

1. Research and Marketing

- Research, identify, local businesses that would provide sponsorship to St John's Centre

- Distribute marketing material to maximise business opportunities
- Design and create marketing materials for distributing via mail and digital media
- Contribute to the development of St John's Centre's business and marketing plans

2. Developing Relations

- Focus upon creating and diversifying sustainable income
- Further develop long-term relationships with existing and potential donors

3. Raising the Profile of St John's Centre

- Attend events and meeting as required to maximise business opportunities
- Take a pro-active approach to increase the profile of St John's Centre
- Be part of the planning and implementation of fundraising activities

4. Administration and Communication

- Create and provide reports as required while maintaining accurate records
- Undertake other duties commensurate with the post
- Write funding bids for funds to further our projects aim to increase sustainable income

Key Relationships

The post holder will be expected to form effective working relationships and cooperate with:

- The board of trustees
- The Centre Manager
- All staff
- All volunteers
- All users of the services provided by St John's Centre
- All stakeholders, funders and external agencies

Appointment

This post is subject to a six-month probation period. Appointment to the post is subject to:

- The results of a Disclosure and Barring check
- References
- Successful completion of the probation period (6 months)

Other Requirements

PERSON SPECIFICATION:

Qualifications

- Hold a relevant qualification or sound work-based evidence in this area

Experience

- Networking and engaging with all potential and current stakeholders associated with SJC
- Dealing with setbacks and setting new plans
- Attending business type meetings
- Generating income and promoting business
- Social media communication (Desirable)
- Experience of working in the challenging and changing environment of people related services (Desirable)

Skills and Knowledge

- Highly effective communication skills, with excellent listening skills
- Evidence of taking responsibility within a community/work setting
- Computer literate - familiarity with Microsoft applications and strong knowledge of PowerPoint and Excel for presentational and reporting demands
- Highly effective organisational skills
- Knowledge of voluntary, private and statutory sector working
- High knowledge of professional boundaries (Desirable)

Personal

- Assertive/persuasive approach
- Passion and belief in what we do
- Positive, solution focused attitude
- Ability to work under pressure
- Non-judgmental approach

- Ability to work independently and part of a team
- Ability to work flexibly
- Commitment to equal opportunities
- Commitment to take up training opportunities
- A high degree of integrity and awareness of the need for confidentiality

Other

- Ability to work in community settings

Job Types: Full-time, Contract

Salary: £28,400 per year (pro rate 18hrs)

Benefits:

- Flexible Schedule
- Sick Pay

Schedule:

- Monday to Friday (possibly the occasional weekend)

Work remotely if required:

- Temporarily due to COVID-19