

Job Description

Job Title:	Business Development Partner
Salary Range:	£40k-£50k
Reports to:	Business Development Manager
Location:	UK-wide

Purpose

- Working within the Commercial Directorate across all Shaw Trust business areas to support the achievement of the agreed Group business growth strategy and plan.
- Working with senior operational colleagues across business areas supporting them to achieve their growth strategy and developing an in-depth knowledge of the Shaw Trust's current delivery, aspirations and plans for growth.
- Working with Business Area Leads and other key staff to identify business growth opportunities and develop propositions.
- Support operational colleagues to engage with commissioners and external stakeholders on business growth activities.
- Leading and managing bid/tender processes for suitable opportunities, gaining agreement on commercial model and services design.
- Writing high quality bids, proposals and business offers, ensuring they are correctly submitted to maximise business growth success.
- Working closely with the Commercial Partnerships team to identify longer term opportunities to allow for sufficient advance research and development work to be completed.
- Business Development Partners will operate as a team supporting each other to leverage synergies across the group and bid for larger opportunities.

Duties

Business Growth Strategy & Commercial Intelligence

1. Working with the Business Development Coordinator to maintain the group opportunities pipeline, undertaking assessments of growth opportunities ensuring that operations have input to any bid/no bid decision.
2. Maintaining up-to-date policy awareness, developments and longer term opportunities within assigned business area and other markets of interest to the group.

Bid and Proposal Management

3. Working to agreed business development plans and achieve set business growth targets through successful bidding and development activities.
4. Lead on researching, writing, preparing and submitting high quality bid and proposals in line with the both the growth plans and the Group business growth strategy. The role involves both bid management and bid writing duties.
5. Working closely with the Commercial Partnerships team, Finance team and other internal and external stakeholders, to support the development of new service offers which meet the requirements of commissioners and improve outcomes for service users.
6. Co-ordinating the preparation of supplemental tender requirements such as financial models and implementation plans.
7. Developing and building positive relationships with existing and new funders, strategic stakeholders, subcontractors, and any other organisation where such relationships strengthen the Group's capability to win and retain business.
8. Maintaining strong relationships with internal support teams and operational staff to ensure tenders have appropriate operational context, reflect current operating best practice, and facilitate seamless contract handover.
9. Representing the organisation at external meetings such as commissioner events, tender briefings, dialogue/bidder interviews and other industry events.
10. Supporting the implementation of large/complex bids through a formal handover process.
11. Undertaking lessons learned for each bid/proposal process.

Service Design

12. Running focus groups for specific business growth opportunities with operational colleagues, service users, partners and other stakeholders to:
 - a. Gain knowledge and understanding of market and customer requirements
 - b. Test new ideas and concepts

c. Develop methods of delivery, delivery models and customer journeys

13. Working collaboratively with the Commercial Partnerships team and operational teams to develop service models, products and innovations for bidding opportunities building on research and development work already completed.
14. Working with the Business Process Partner to ensure that new service delivery models are deliverable through business process mapping and implementation planning.

Other

15. To undertake any further training as identified in the Shaw Trust review procedures.
16. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
17. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
18. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
19. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
20. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
21. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
22. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
23. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and

responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Job Title: Business Development Partner

(E = Essential, D = Desirable)

SKILLS AND CORE COMPETENCIES

Experience

- A proven track record of success in competitive tender / bid writing leading to securing strategic, high value (£5m+) government funded or commercial contracts within service or people focused sectors **(E)**
- Recent and relevant subject knowledge of service delivery in one or more of the following areas: employability, learning and skills, education, justice, children's services, mental health and wellbeing, charitable and social enterprise **(E)**
- Current awareness of policy agenda in relation to publicly funded services **(E)**
- An underpinning understanding of cross-cutting third sector funding issues **(E)**
- A proven track record of building effective client relationships which result in new business **(D)**
- Understanding of UK commissioning landscapes, including Devolution Agenda, Devolution Deals and how this will impact on public service delivery **(D)**
- Experience of leading/facilitating service design processes including co-design and co-production with internal and external partners **(D)**

Skills and Attributes

- Excellent written communication skills, capable of producing persuasive, informed and high quality bids and sales documents. **(E)**
- Able to work effectively within a team (including cross-functional and across different organisations), as well as independently. **(E)**
- Able to process and analyse a broad range of data quickly and effectively **(E)**
- Strong problem solving skills in developing creative and innovative propositions in response to opportunity specifications **(E)**
- Able to build and maintain strong relationships internally and externally, capable of influencing at all levels and unafraid to constructively challenge **(E)**
- Excellent organisational skills and capable of meeting challenging deadlines **(E)**
- Demonstrable ability to coordinate and support the handover of new contracts to operational teams **(D)**

- A willingness and ability to learn and spend time shadowing colleagues across the organisation including spending time working within frontline delivery **(E)**
- Highly proficient in Microsoft (Word, Excel and PowerPoint) and related software and able to quickly grasp new programmes as required **(E)**
- Excellent project management skills **(E)**
- High level of commercial acumen **(E)**

Personal qualities, communicating and relating to others

- A strong commitment to high standards of service delivery and customer care **(E)**
- Commitment to applying Shaw Trust's values and behaviours to all aspects of work **(E)**
- Willingness to be flexible in approach to work, travel and/or work time requirements **(E)**
- High levels of enthusiasm, motivation and resilience **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities, Diversity and Inclusion. **(E)**