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**JOB DESCRIPTION**

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| Job Title  **BUSINESS DEVELOPMENT ASSISTANT** | |  | | |
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| Department | Team | | | |
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| Reports to (Job Title)  **Director Of Business Development** | | | |  |
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| Responsible for | Job Grade | | | |
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| Location  **EDINBURGH HOUSE, HARDING ROAD** | Contract Type  **Full time** | | | |
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“*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.”

**Purpose of the Job**

The main responsibility of the Business Development Assistant is to work as part of the Business Development Team to identify funding opportunities; prepare grant funding applications; design and implementation of a charitable donations fundraising strategy and secure funding for existing and new products and services; ensuring that these are aligned with the organisation’s business plan.

The Business Development Assistant will play a key role in understanding and researching local needs and priorities to ensure the products and services we develop improve the lives of children and young people locally. The Business Development Assistant will also be expected to keep abreast of national policies and opportunities relating to charitable giving/grant income and work alongside the Business Development Team to translate these into local service provision.

The Business Development Assistant will report to the Business Development Team.

**Main duties and responsibilities**

**Operational Delivery**

* Support the Business Development Team to identify funding opportunities, this could be through grant funding or charitable donations.
* Support the Business Development Team to design and implement a charitable donation plan.
* Monitor funding websites and databases to ensure a healthy, ongoing pipeline of opportunities is created.
* Undertake research into potential funding opportunities - checking the eligibility of the organisation to respond – and present these to the Business Development Team for consideration.
* Monitor and understand the organisation’s Business Plan and Mastheads to ensure any funding opportunities found and outlined are aligned to this.
* Attend monthly business development meetings, led by the Business Development Team, and attended by Operational Managers to identify what products and services would benefit our customer groups and build knowledge of organisational services.
* Update and maintain the ‘Bid Tracker’ document, outlining undecided opportunities, pending opportunities, opportunities awaiting a response, successful opportunities, unsuccessful opportunities and those chosen not to bid for.
* Participate in meetings with potential funders to discuss project ideas and respond to pre-funding requests.
* Prepare presentations as required at the request of the Business Development Team.
* Attend the Business Development subgroup of the Board of Directors.
* Research and explore opportunities to improve the organisation’s ability to secure funding from Trusts.
* Play an active role within the team to involve and lead wider staff members in the implementation of the charity’s fundraising strategy, including the charitable donations plan.
* Inputting into bid submissions with responses tailored to the requirements of the funding body
* Support the creation and maintenance of a library of 'model answers' based on most recent bid feedback to make future bid writing and possible bid automation easier and more cost effective. Work with Business Development Team to prioritise and identify gaps in our library.
* Seek feedback on submitted bids, successful or otherwise, to inform future bid submissions.
* Ensure KPIs and targets, as set by the Business Development Team, are met.
* Undertake any relevant and supporting training and development opportunities.
* Comply with all organisational HR Policy and Procedure requirements.

**General responsibilities**

* The YMCA is committed to equality in employment and service delivery and all staff are expected to actively promote equality and diversity in all aspects of their work.
* Work flexibly to provide some evening and weekend services to young people at a time and in a manner that responds to their needs.
* Attend regular supervision/line management sessions and performance appraisals.
* Work within the aims and objectives, key values, anti-discriminatory framework, equal opportunities and other policies (for example, Protecting Young People Policy, Confidentiality Policy).
* Participate in training opportunities as identified and agreed by the line manager.
* Participate in regular staff team meetings
* Undertake duties not included in the job description but commensurate with the grade of post, as are reasonably requested by the line manager.
* To be fully versed with safeguarding to protect each individual from harm in accordance with current safeguarding legislation.
* Comply fully at all times with the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.
* Undertake such other duties as may reasonably be required.

**Person Specification**

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| **Essential** |
| Knowledge |
| * Knowledge of Project development and delivery * Knowledge of charitable fundraising * Understanding of public, voluntary and private sectors * Knowledge of National and Local Priorities * Understanding of the issues facing young people, families and their communities * Understanding of the organisational context |
| Relevant Experience |
| * Understanding the principles of equality and an ability to relate to all groups within local communities |
| Skills and Ability |
| * Strong writing skills * High degree of initiative and self-motivation * Have the ability to think strategically and ensure that work is always aligned with the business plan and objectives * A commitment to regeneration of communities * Ability to prioritise and organise own work * Ability to work with external partners, volunteers and staff and young people * Ability to communicate effectively to a wide range of audiences * Experience of developing partnerships across all sectors and building relationships with young people and communities. * Experience of setting and working to performance indicators and budgets * Experience and commitment to collaborative team working. * Familiarity with spreadsheets and databases, including experience of working with Microsoft Office software. |
| Other Requirements |
| * Willing to work flexibly including evenings and weekends * Undertake training as and when required. |

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| **Desirable** |
| Knowledge |
| * Experience using bespoke computer software * A strong track record of successful project development and delivery * A strong track record of charitable fundraising |
| Skills and Ability |
| * Previous experience of working in a similar role * Experience of bid writing * Experience of charitable fundraising |
| Other Requirements |
| * Ability to travel around the city - Full driving licence to be held (preferable but not essential) |

(July 2024)

**Special Notes**

This appointment is subject to:

DBS enhanced clearance

2 references

**Sign……………………………………………………………………. Date……….**