



Job Description

Job Title	Head of Business Development
Reports to	CEO
Location	Flexible across our offices in central Brighton and Eastbourne and working from home with some travel across Sussex
Hours	30 - fixed term contract until March 2023 (Flexible working encouraged)
Pay Scale	£38,890 - £41,881
Date issued	29/9/21

Job Purpose

To lead on the planning, development and delivery of a comprehensive business development strategy for Survivors' Network, encompassing policy and partnerships, social enterprise, communications and fundraising.

Key Accountabilities

- Establishing and leading a cross-functional business development team
- Income generation, including diversifying base and growing existing streams, with a focus on increasing the proportion of unrestricted income
- Overseeing internal and external communications strategy
- Working alongside the CEO on the development of policy and partnerships
- Driving the effective integration of data and digital innovation across the organisation
- Working alongside the CEO and SMT to deliver organisational objectives



Survivors'
Network

Key Working Relationships

CEO and senior leadership team
3 direct reports
Frontline service delivery teams
Trustees
Funders and commissioners
Social enterprise customers
Sector and community partners
Corporate partners and high value donors

Duties and Responsibilities

Establishing and leading a cross-functional business development team

- People and performance management of 3 direct reports
- Demonstrating and advocating for intersectional feminist leadership
- Promoting an entrepreneurial culture of empowerment
- Strategic oversight and accountability for performance, risk and budget management across all strands of business development department

Generating income, including diversifying base and growing existing streams

- Generating income in line with departmental objectives across a range of funding streams
- Diversifying income base through the successful development and implementation of social enterprise strategy centering on education, training and campaigning
- Maintaining and scaling existing funding streams and successfully identifying new opportunities, including bids, tenders, community fundraising, corporate partnerships and high value donations

Overseeing internal and external communications strategy

- Developing and delivering a comprehensive internal communications strategy in close working partnership with internal stakeholders to facilitate transparency, cohesion and collaboration between departments

- Defining and implementing a robust external communications strategy, encompassing impactful cause campaigning, unified and strategic messaging around key issues and events, and raising organisational awareness
- Oversight of organisation's digital presence, championing digital integration and innovation to maximise impact, efficiency and reach

Acting as strategic lead on business development

- Support the influencing of local and national policy in line with organisational objectives
- Working with the CEO on strategic relationship management with key external stakeholders, including commissioners, partners, and donors, to cultivate focused, collaborative and effective partnerships

Driving the effective integration of data and digital innovation across the organisation

- Leading on the effective capture, analysis and integration of data across the organisation to drive digital innovation and inform strategic development
- Supporting the service delivery teams to identify opportunities for digital innovation and build compelling data backed business cases around areas of identified need within services
- Coordinating, monitoring and evaluating contracts in close partnership with Head of Operations

Working alongside the CEO and SMT to deliver organisational objectives

- To ensure the seamless integration of the Business Development team with the wider organisation, to facilitate delivery of accessible, survivor-centred services across Sussex
- To ensure that operational delivery is aligned with the strategic priorities of the organisation and to contribute to effective business planning
- To support the inclusion of service user voice into the development of the organisation
- To form close and collaborative working relationships across the organisation
- Deputise as organisational leader in the absence of the CEO or Head of Operations

Person Specification

Assessment Area	Criteria	Desirable (D) / Essential (E)	Method of Assessment (*A,I,T)
Qualifications	Relevant Professional Qualification	E	A
Role Specific Skills & Experience	Experience at senior management level, including management of multi-disciplinary teams	E	A, I
	An understanding of the challenges and opportunities linked to the charity sector	D	A, I
	Strong data-informed commercial and financial skills	E	A, I
	Significant experience of leading successful multi stream income generation e.g. community fundraising, high value donations, competitive tendering processes and trading	E	A, I, T
	Experience of influencing local or national policy development	D	A, I
	Experience in building and maintaining strategic partnerships with external stakeholders	E	A, I
	Significant experience of strategic business development	E	A, I

	Excellent negotiation and relationship management skills	E	A, I
	Experience developing or overseeing an effective communications strategy	E	A, I
	Experience overseeing the development of training and education programme	D	A, I
	Experience in managing performance, risk and budget in a multi-disciplinary organisation or department	E	A, I
General Skills and Professional Behaviours	Knowledge and understanding of violence against women and children and the specific issues facing survivors of sexual violence	E	I
	Committed to personal development and having the ability to critically assess own performance and engage in reflective practice	E	I
	Excellent written and oral communication skills	E	A, I, T
	Self-motivated and focused on delivering high quality services with an ability to function effectively in high-pressure situations	E	I



	Commitment to self-care and maintaining appropriate professional boundaries	E	I
	Ability to think creatively and show initiative	E	A, I
	Commitment to the vision, mission and values of Survivors' Network	E	I
	Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism	E	I
Special Requirements	Occasional evening / weekend work	E	I
	Travel across Sussex	E	I

*A Application; I Interview; T Test