

JOB DESCRIPTION

JOB TITLE: Business Development Lead

RESPONSIBLE TO: Director

RESPONSIBLE FOR: Coordinating a range of community engagement and development programmes across the North West ensuring effective and efficient delivery and building sustainability in line with business need.

HOURS OF WORK: 35 hours per week Monday to Friday with some exceptions; this will be agreed in advance.

Place of Work: Office base 151 Dale St, Liverpool

Role Summary:

This is an exciting and unique opportunity to be instrumental in the growth, development and sustainability of Irish Community Care's community engagement and participation programme and the redesign of our services. As a member of ICC's Strategic Leadership Team the post holder will promote and develop ICC as a leading participant in the provision of advice guidance and support for all Irish communities in the North West. The post holder will lead on a range of regional programmes ensuring delivery and sustainability in line with business need.

Key Responsibilities:

- Plan and design strategies and frameworks to manage, deliver and develop ICC regional programmes targeting new audiences to ensure maximum community engagement, development and participation
- Engage with the community in Cheshire West to develop an action plan to prioritise and take forward the recommendations of the recent 'We're Still Here' community research
- Actively promote a community asset based approach, based on community strengths and skills as an excellent tool in effecting systems change; utilising these assets to plan and deliver health, wellbeing and other activities as identified (in contrast to more traditional deficit and needs focused delivery; identifying, nurturing and mobilising strengths; generating connectedness and social capital in order to achieve co-production, self-efficacy, empowerment and ultimately improved wellbeing and resilience)
- Lead on the development and implementation of a Marketing and Communications Plan for ICC

- Develop creative ways to engage target audiences; utilising technology and social media to create meaningful engagement opportunities
- Identify and address particular trends and concerns as part of the ongoing development of each programme; raising on appropriate agendas to effect change
- Provide direct line management and support for staff across the programme and undertake appraisals and supervision
- Set up and embed systems to monitor and evaluate project outcomes in line with targets and budget
- Report to funders as required
- Develop and maintain relationships with key stakeholders; strengthening current relationships; and identifying and developing new areas for statutory, community and wider partnerships across the region
- Work collaboratively with stakeholders to ensure our communities have a positive experience and adequate support to realise their ambitions and potential
- Build sustainability through relationships with commissioners, funders and mainstream providers and developing innovative ways to raise funds for the organisation
- Work closely with Community Development and Engagement Programme to explore opportunities for community members to identify, share, celebrate and build community and individual strengths
- Work closely with the Community Development and Engagement Lead to strengthen community voice and representation in ICC and wider through Irish Voices. The aim is to ensure that the community will influence the design and development of services and activities; play a key role in identifying and addressing key issues and improving links and opportunities. This work will be undertaken regularly by you and the Community Development and Engagement Lead - you are expected to demonstrate a proactive and committed approach to this work programme
- Promote the importance of commercial and financial awareness; working at all times in an efficient and cost effective way considering budgets and financial constraints at all times
- Take responsibility to research and promote new funding opportunities for the organisation; sharing and developing new ideas that contribute to the sustainability and development of ICC
- Develop innovative ways to raise funds for the organisation and undertake at least one fundraising initiative/challenge each year for ICC

General Responsibilities

- Promote and take forward the strategic vision of ICC
- Embrace IT and wider technology to improve efficiency
- Develop and maintain relationships with key stakeholders
- Work flexibly as required to deliver services, activities and new initiatives in line with business need
- Ensure services delivered in in compliance with Quality Standards
- Be an ambassador for ICC, professionally and positively representing the organisation at all times
- Ensure ICC maintains a high profile in all aspects of engagement and promotion
- Manage and maintain ICC's social media and web-based platforms in relation to this area of work and in a wider context for ICC, underpinned by an effective communications strategy.
- Support colleagues, students and volunteers
- Identify and address particular trends and concerns as part of the ongoing development of the programme and the work of the organisation
- Develop and maintain relationships with key stakeholders
- Maintain accurate and up to date records of all areas of work updating all records within 24 hours
- Monitor progress of work against agreed targets
- Present clear reports and summaries as requested to include board papers as requested by the Director
- Attend and participate in team meetings as per organisation standards
- Participate and engage in supervision and appraisal and avail of appropriate networking and training opportunities for personal and professional development
- Be accountable and work within the agency's policies and procedures e.g. Equality, Diversity and Inclusion, Human Rights, Confidentiality, Safeguarding, Data Protection, Health and Safety (Full details supplied in Staff Handbook).
- It is the nature of the work at ICC that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way, when the occasion arises, when tasks not specifically covered in their job have to be undertaken

PERSON SPECIFICATION **Business Development Lead**

CRITERIA	ESSENTIAL	ASSESSMENT
Education	Relevant Degree or equivalent AND/OR proven experience in project co-ordination and management	Application (A) / Interview (I)
Work Experience (paid work or volunteering)	Direct experience of working with people & communities and working collaboratively to help people to have positive experiences and to really thrive	A & I
	Proven project management experience including planning, delivering, monitoring and evaluating projects	A & I

	Experience of managing staff	A & I
	Experience of recruiting, inducting and managing volunteers	A & I
	Experience of networking and building effective partnerships	A & I
	Experience and understanding of Safeguarding	A & I
	Experience of fundraising and working with funding bodies	A & I
Skills / Knowledge/ Abilities	Understand marginalisation & the particular experiences of Irish, Irish Traveller and Gypsy Traveller communities	A & I
	Understanding and commitment to Asset Based Community Development	A & I
	Understanding the importance of business planning and how each role / activity contributes to the strategic objectives of an organisation	I
	Empathic and responsible individual with proven ability to lead, engage and motivate people	A & I
	Ability to lead, manage and embed change	A & I
	Knowledge of Statutory and Voluntary Community & Faith services across North West	A & I
	Able to form strong and appropriate relationships, demonstrating excellent communication skills at all levels	A & I
	Highly proficient in use of IT and all systems provided including all Microsoft packages and Social Media	A & I
	Excellent recording & reporting skills	A & I
	Excellent Time Management and ability to work proactively and prioritise to meet tight deadlines	A & I
	Excellent written, verbal and influencing communication skills	A & I

	<p>Ability to build strong and effective professional relationships with stakeholders internally and externally and including senior colleagues across range of disciplines</p> <p>Excellent problem solving and lateral thinking</p> <p>Enthusiastic, positive and flexible with high expectations of self and others</p> <p>Understanding of Health & Safety, Equality, Diversity and Inclusion, Human Rights, GDPR.</p>	<p>I</p> <p>I</p> <p>I</p>
Other	<p>Full UK Driving License Essential</p> <p>Willingness to work flexibly in terms of both hours and location including evenings and weekends by prior agreement</p> <p>Commitment to personal and professional development</p>	<p>A & I</p> <p>I</p> <p>A & I</p>