

Job Description

We welcome applicants from all backgrounds and communities, and particularly those who are currently under represented in our workforce.

Job Title: Programme and Business Development Manager

BCVS Values

We expect everyone who works for us to be committed to our values. Our vision, values and commitment to Sustainability, Inclusion, Diversity and Equity can be seen in our strategy [#WorkingTogether](#). Our culture reflects our values and goals and is summarised at the end of this document.

Introduction

BCVS is a highly respected Local Infrastructure Organisation (LIO), working in a large geographical district covering Bassetlaw, North Nottinghamshire and Bolsover, Derbyshire. The breadth of our strategic work is vast, spanning the NHS ICS areas of South Yorkshire, Nottingham and Nottinghamshire and Derby and Derbyshire, plus the Local Authority areas of Nottinghamshire and Derbyshire. BCVS actively represents the VCSE sector at over 70 meetings and forums.

BCVS is a forward thinking and proactive LIO that delivers a range of projects and core infrastructure support for the VCSE sector. A key strength is its collaborative and partnership-based approach that has brought clear outcomes for the VCSE sector and the communities it serves.

Purpose of the Job

- Lead and manage up to 6 direct reports to ensure they deliver their contract outputs whilst supporting their personal growth and development in line with BCVS values.
- Lead programmes of work and manage projects that form part of BCVS contract delivery.
- Identify business development opportunities and be part of the BCVS team writing high quality bids and tenders that support income streams.

Key Responsibilities

1. Lead programme and project management and reporting as required as part of the BCVS leadership and management team.

2. Lead by example and effectively manage people to ensure organisational success in line with BCVS values.
3. Horizon scan and identify opportunities and resources which will enable BCVS to take a lead role in developing consortia and partnership bids, locally, regionally and nationally in line with our vision, values and strategic goals.
4. Ensure research is undertaken in assessing need, being proactive and having a forward-looking approach to the development of income streams for BCVS services and new services or projects to meet needs. Work in partnership with other service providers, as appropriate.
5. Provide end to end support for bid development including writing high quality bids and tenders that support delivery of BCVS strategy goals
6. Maintain a climate that fosters effective communications and collaborative working relationships at BCVS, volunteers, the wider community and outside agencies.
7. Promote a healthy working environment, demonstrating leadership through personal example.
8. With support from the BCVS CEO, represent BCVS at joint planning forums and in consortia working. Develop partnerships with statutory, voluntary, business, faith and community organisations and key private sector organisations.
9. Identify and secure new sources of funding to enable unmet needs within Bolsover and Bassetlaw to be addressed.
10. Ensure the development of a culture of Sustainability, Inclusion, Diversity and Equality is strengthened throughout all Business Development work.
11. Production of reports for the board of Trustees and other bodies as required.
12. Ensure the confidentiality of sensitive personal and organisation information, in line with Data Protection legislation and BCVS policies.
13. Demonstration of a flexible and positive attitude and behaviours to support BCVS and teams to achieve BCVS goals
14. Flexibility is required within the remit of this post. The above job description is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as required of the post.

Person Specification and Key Competencies

| | Essential | Desirable |
|---|-----------|-----------|
| Experience, Education, Training | | |
| Educated to degree level and with an optional management qualification. | | X |
| Professional knowledge and expertise in the Voluntary and Community Sector. | X | |
| A practical knowledge of Charity and contract law, including good Charity Governance. | | X |
| Understanding of the principles of organisational and staff development. | X | |
| Experience of senior and people management in the Private, Statutory or Voluntary and Community Sector, including forming positive relationships with funders, key partners and stakeholders. | X | |
| The ability to lead and enable innovation and change across a department or division. | X | |
| Business and financial acumen and evidence of financial risk management tools, to ensure success. | X | |
| Experience of community fundraising and of writing successful fundraising applications/tenders and delivery of those applications/tenders, including evaluation. | X | |
| Experience of developing legacy giving campaigns and income | | X |
| Project management qualification | | X |
| Experience and knowledge of quality assurance | | X |

| | Essential | Desirable |
|---|------------------|------------------|
| Professional Competence/Skills | | |
| A positive 'can do' attitude and a good team player | X | |
| A naturally collaborative management style, with the ability to empower others. | X | |
| Excellent communication skills, written and verbal, including presentation and public speaking skills. | X | |
| A clear focus on outcomes and experience of delivering results in Voluntary and Community Sector organisations. | X | |
| | Essential | Desirable |
| Personal Qualities | | |
| A clear commitment to inclusion, equity and diversity in employment and service provision. | X | |
| A sustained interest in, and commitment to, promote any charitable objectives for the benefit of the community in Nottinghamshire and surrounding areas served. | X | |
| A commitment to the volunteering ethos of the organisation, demonstrated through personal volunteering. | | X |
| A high level of personal awareness and commitment to own personal and professional development. | X | |

This job description/person specification is issued as a guideline to assist in clarity of expectations. Because of the evolving nature and changing demands of the work of BCVS, this job description may be subject to change and amendment.

BCVS Values

Integrity, Inclusion and Collaboration, Innovation and Learning

BCVS Culture

BCVS culture is informed by BCVS values as included in the BCVS Strategy #WorkingTogether:

BCVS culture is reflected in our:

- a. Can do attitude
- b. Flexible, responsive and adaptable way of working
- c. Openness to embrace change in response to the changing needs of the VCSE sector and wider stakeholders
- d. Growth of new talent through recruitment and support provided
- e. Support for staff to grow, develop and take on new roles and responsibilities
- f. Proactive commitment to SIDE (Sustainability, Inclusion, Diversity and Equality)
- g. Strong relationships with place-based partners
- h. Willingness to go above and beyond in line with our mission
- i. Hybrid and flexible working operating in the best interests of our service users, volunteers, stakeholders and staff
- j. Professional, boundaried and accountable language and communications
- k. Systematic declaration where conflicts of interest exist
- l. Commitment to act in the best interests of the wider VCSE sector and our members
- m. Participation and celebration of a range of festivities including significant birthdays, Pride, and diverse awareness days, weeks and months
- n. Commitment to listen and act in a data informed way
- o. Understanding of different scope and grades of role and responsibility
- p. Care for each other and the communities that we serve