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Description automatically generated

**Person Profile – Business Development Officer**

|  |  |  |
| --- | --- | --- |
| **Qualifications / Education / Knowledge** | **Essential** | **Desirable** |
| GCSE English and Maths or equivalent | ✓ |  |
| I have a degree-level (or higher) qualification in a relevant subject appropriate to the role or equivalent knowledge gained through experience. | ✓ |  |
|  |  |  |
| **Experience & Skills** |  |  |
| At least two years of experience in securing funding from a range of sources including charitable Trusts/Foundations and Tenders. | ✓ |  |
| Minimum 3 years experience in an office environment | ✓ |  |
| I have a good working knowledge of procurement and tendering regulations and processes and am quick to understand complex tender requirements and their relevance to an organisation. | ✓ |  |
| Experience in the use of office systems | ✓ |  |
| Excellent IT skills and experience in the use of Microsoft Office | ✓ |  |
| Experience in the use of social media platforms | ✓ |  |
| Excellent organizational skills | ✓ |  |
| Excellent communication skills | ✓ |  |
| Highly numerate and attentive to detail | ✓ |  |
| Entrepreneurial, results-driven and able to work on own initiative and also as part of a team | ✓ |  |
| Ability to use own initiative | ✓ |  |
| Ability to maintain confidentiality | ✓ |  |
| Ability to work to tight deadlines and under pressure | ✓ |  |
|  |  |  |
| **Personal Qualities** |  |  |
| Reliable | ✓ |  |
| Flexible | ✓ |  |
| Self-motivated | ✓ |  |

**General Conditions of Service**

1. There will be an entitlement to 25 days annual leave plus 12 statutory holidays.
2. CiNI operates a pension scheme based on 6% employer and 3% employee contributions.