**ABC Trust Job Description**

**Post:** Business Development Manager

**Venue:** ABC Trust, 40 Ardoyne Avenue, Belfast BT14 7DA

**Post Holder:** Reports to the ABC Trust

**Responsibility:** To develop, and implement, a business and marketing strategy that will a) ensure the sustainability of the organisation b) maximise business opportunities c) embed continuous learning as a culture within the organisation and d) meet the needs of all service users.

The post holder will be required to review and update the business and marketing strategy on an annual basis to ensure it incorporates the latest learning, and any technological advances, as well as introducing measure that will help reduce not only the group’s carbon footprint but that of organisations using the group’s facilities.

The post will also involve the management of staff, volunteers and tenant engagement.

**Key post requirements:**

* The ability to manage a large modern community facility (along with a small team of staff and volunteers) and to maximise potential funding streams.
* To assist with the recruitment and training of new volunteers
* To prepare timely reports and recommendations for the board of the ABC Trust
* To raise awareness of the organisation and to ensure positive engagement with the local community
* An ability to work with a community-based trust.
* An ability to work with a range of stakeholders including statutory and community partners.
* An ability to develop new and imaginative community-based projects – both large and small.
* The successful candidate should have excellent interpersonal skills and communication skills both written and verbal as well as presentations, and the ability to develop relationships and contacts with a wide range of individuals and groups.
* Effective use of IT including demonstratable competence in the use of excel and Microsoft packages
* To be able to anticipate difficulties, and to produce timely and workable solutions.
* Adhere to Safeguarding, Health and Safety policies, procedures and practices at all times and report any risks immediately to the board.
* To carry out such other duties as required within competence and reason to meet the demands and responsibilities of the post.

**This job description may be subject to change in line with the changing needs and demands of the organisation.**

**Key Personal requirements:**

Successful candidate will have:

* At least 5 years community development experience
* At least 5 years experience of collaborating at a higher level with community boards, particularly in a development capacity.
* At least 5 years experience of developing projects and overseeing their delivery
* An ability to work on their own and in conjunction with the overarching board.
* At least 5 years experience of partnership working with cross community groups and delivering projects.
* At least 5 years experience of working closely with a range of individuals including, politicians, and government and public sector officials.

**Successful candidate will:**

* Be a successful project leader.
* Be a person committed to working with the ABC Trust Board, who will assist in the development of a comprehensive community development plan to benefit the community.
* Have a community development degree or an equivalent qualification acceptable to the board
* Will demonstrate an ability to co-ordinate, prioritise and organize themselves within a fast-paced setting.
* Have a full, current driving license and/or access to a form of transport which will enable them to carry out all duties

**Core competencies and behaviours: the following competencies will be explored at interview: -**

To fulfil this role, the successful job holder will need to demonstrate the following:

* **Focus on Outcomes:** Ability to effectively plan and organise work, anticipate issues and overcome obstacles to ensure results are delivered in line with organisational goals and KPIs.
* **Teamwork and Communication:** The ability to work collaboratively and influence others to build and maintain effective relationships (both internally and externally) with groups and individuals from across the community
* **Innovation, Change and Resilience:** The ability to use your initiative to think ahead.
* **Service Excellence:** Strong attention to detail with the ability to ensure high quality standards and service excellence is consistently delivered.
* **Technical and Professional Development:** Effective use of IT including excel and databases.

**Salary:** 37.5 hours per week NJC 15-20 (£25,874 - £28,371)(presently under review)