**THE BRIDGE NI**

| **Job Title** | **Business Development Officer/Project manager** |
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| **Reporting To** | **Trustees**  |
| **Main Purpose** | The Business Development Officer /Project manager will support organisation wide marketing, audience development and business development functions. The holder will identify new opportunities to implement growth strategies and profile current income generation to maximise every opportunity. They will continue to build and strengthen relationships with all stakeholders that currently and potentially engage with Bridge NI.  |
| **DUTIES & RESPONSIBILITIES:** |
| 1. **Event Management**
 | * Represent and deliver service excellence that is in keeping with Bridge NI’s brand and reputation.
* Oversee and coordinate the delivery of all key events throughout the year and ensure all audiences have a good experience and are offered a variety of entertainment and other services to the highest standards associated with Bridge NI’s reputation.
* Establish communication protocols and operating procedures with board, subcontractors and staff to develop a bespoke management structure for each event.
* Work with other stakeholders to identify all aspects of event risk assessment, health & safety and crisis management planning strategies.
* Supervise, direct and co-ordinate the activities of personnel, subcontractors and vendors as required to successfully execute all aspects of events within the timeline required.
* Troubleshoot and smooth issues relating to the successful execution of the event programme particularly during the event
* Oversee procurement and purchasing to meet event requirements and deliver results on budget.
* Coordinate staffing and volunteer requirements.
* Oversee the recruitment, training and management of a core team of volunteers to assist with events
* Negotiate service agreements with outside providers and sub-contractors to ensure lowest cost, highest quality of service and maintenance of professionalism at all events.
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| **ESSENTIAL CRITERIA**  | **DESIRABLE CRITERIA**  |
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| **Education / Experience**  |
| Educated to GCSE level or equivalent, including English and Maths  | Third level or equivalent qualification in a relevant discipline e.g. business management, marketing cultural management, arts administration  |
| Proven minimum of 3 years experience working in a marketing **and** business development role | Experience of working in the cultural sector and/or social enterprise sector |
|  | Experience of working in event management and festival production  |
| **Skills / Knowledge / Attitudes**  |
| Experience of developing and maintaining effective partnerships with a diverse range of clients and stakeholders  | Proven experience of developing and executing digital marketing strategies |
| Experience of developing and executing objective-led marketing & PR campaigns  | Proven experience of the artistic process extending to the commissioning of creative professionals |
| Experience of working in a client facing role to actively sell products and services within a target driven environment.  | Experience of designing audience development initiatives within the cultural sector  |
| Experience of identifying and bidding for commercial contracts including bid writing and proposal development  | Experience of working as a key part of the team in a mission driven business  |
| Experience of customer relationship management including quality assurance and satisfaction  | Previous knowledge of the work of Bridge NI  |
| Experience of financial analysis and sales strategies  |  |
| Self-motivated with the ability to work under pressure whilst maintaining high standards |  |
| Exceptional verbal and written. communication skills |  |
| Proven good IT skills (Microsoft Office/Excel/Access or equivalent, and web content management systems. |  |
| A commercial and enterprising attitude and approach To all aspects of the business  |  |