



<p><u>Title:</u> Business and Project Development Lead</p>	<p><u>Accountable to:</u> Stakeholders. Directors. Line managed by Director. Part of the Leadership Team</p>
<p><u>Salary:</u> £30,000 - £35,000</p>	<p><u>Location:</u> Hybrid working (Blackpool Office, Lancaster House, Amy Johnson Way, BLACKPOOL FY4 2RP) with the requirement to travel within North-West of England.</p>
<p><u>Hours:</u> Full time post (37.5hrs)</p>	
<p><u>Purpose:</u> To manage existing and new contract relationships, whilst coordinating and developing new and ongoing projects across the North-West of England to support children, families, practitioners and partners to maximise communication potential</p>	<p><u>Articulates with:</u> Communicate’s Leadership Team, core, delivery team and volunteers. Stakeholders, including Education, Health, Local Authority and Third Sector partners, commissioners and evaluation teams.</p>
<p><u>Essential requirements</u> Ability to manage a diverse day to day workload involving Business Account Management, Project Management, Contracts, Bid writing and Tendering and Marketing/PR.</p> <ul style="list-style-type: none"> • Commitment to Communicate’s mission, vision and values • Experience in developing/coordinating/managing the delivery and administration of new and existing projects • Excellent client facing and internal communication skills • Experience of contracts and tendering • Experience working in partnership with senior Leadership Teams • Strong working knowledge of Microsoft Office and a motivation to use IT to improve service planning, delivery and monitoring • Attention to detail for proof reading/checking • Respect for confidential information • Enhanced DBS applied for by Communicate SLT CIC following appointment 	<p><u>Desirable requirements</u></p> <ul style="list-style-type: none"> • Level 3 qualification in project management and/or marketing • Background in business skills, administration, management, sales and marketing • Experience in customer care and sales • Knowledge and experience of databases and social media • Skills which fit within our coaching culture, e.g. excellent at giving and receiving positive and critical feedback to support team and individual development • Drivers licence
<p><u>Core responsibilities</u> Business Development</p> <ul style="list-style-type: none"> • Support bid/grant/tender submissions • Support business development activity, e.g. attending networking events, 	<p><u>Person specification</u></p> <ul style="list-style-type: none"> • Behaves in line with Communicate’s defined behaviours • Enthusiastic about making a difference to children and families • Highly skilled communicator face to face, phone and written

Communicate SLT CIC



- building relationships with existing and new partners
 - Establish and maintain relationships with all stakeholders and team members
 - Lead the evaluation and monitoring of services and social value measurement
- Project Management**
- Define and agree feasible key performance objectives for each project, in consultation with all relevant stakeholders, e.g. commissioners, partners and delivery team
 - Develop project plans which ensure resources are available, allocated and delivered on time and within budget and scope
 - Coordinate people and processes to ensure that projects are delivered on time and produce the desired results
 - Report and manage risks and issues within boundaries of role and escalate to management as/when required
 - Proof read agreements and documents relating to project delivery
 - Liaise with others to facilitate data recording systems and their effective use for record keeping, monitoring and reporting
- Marketing/PR**
- Coordinate internal and external communications and marketing activities, e.g. website and social media
- General**
- Access supervision within the team via regular meetings and appraisals
 - Be committed to continuing the team's professional development, gaining wider experience and expertise through training and support
 - Support/cover for other core team members when required including the Director

- Listening to needs of clients and promoting services
- Confident communication of highly complex information
- Strong organisational skills including attention to detail
- Time management skills
- Target driven/orientated with problem solving aptitude
- Able to build and maintain strong working relations with a variety of different people
- Good connector who enjoys meeting new people, using every opportunity to network
- Values working within a team with diverse skills and styles
- Reliable and respectful
- Capable of working both independently and collaboratively
- Able to be flexible and adapt to change
- Capacity for organised and flexible work