

What we are looking for...

We are seeking a Business Lead to join our leadership team and support the delivery of agile services that make a real and measurable difference for children and young people.

We are a not-for-profit organisation, providing flexible and tailored speech, language and communication related services which invest in the diverse communities we serve.

For this post, we welcome applicants who are motivated to support children and young people with speech, language and communication needs, through the application of their business, project management and marketing/PR skills.

Here's a flavour of what it's like to work within Communicate. These quotes are from current team members:

"Manageable caseload with opportunity to provide high quality therapy"; "Feels good to deliver intervention and review regularly to see high impact"; "Supporting children from start to finish so they are making a difference"; "I like influencing service delivery" **Team member 2022**

Communicate's Leadership is...
"Consistently approachable, supportive and are always doing the best for everybody and service users"
Team member 2021

"I have NEVER worked for a company that is so fair, considerate, and passionate about caring for their employees (and I've been around a bit)" **Team member 2022**

Communicate's Leadership is... *"A pleasure to work for"; "I feel that the management and the Communicate Team are very supportive, organised and forward thinking"* **Team member 2021**

We welcome applicants who share our mission, vision and values and who are committed to working with others.

t: 01253 462123

e: enquire@communicate-slt.org.uk

w: communicate-slt.org.uk

t: @communicateSLT **f:** CommunicateSLtCIC

Registered Office: Lancaster House, Amy Johnson Way, Blackpool, FY4 2RP

Communicate SLT CIC is registered in England and Wales as a Company Limited by Guarantee No. 08398194

Mission



We provide speech, language and communication services which support individuals aged 0-25 years directly and through others, using high-quality, evidenced-based approaches to maximise impact where they live and learn.

Vision



To facilitate effective communication for all, so that individuals have improved quality of life and reach their full potential.

Values



Person-centred
Innovative
Collaborative
Integrity
High Quality



SCAN ME
to watch a video
about our
services

For more information about the company and the opportunities we have available:

- Watch this video about Communicate SLT CIC <https://communicate-slt.org.uk/wp-content/uploads/2021/12/AGM-video.mp4> (or scan the QR code above)
- Visit our website <https://communicate-slt.org.uk/>
- Email: recruitment@communicate-slt.org.uk and ask for an applicant pack or a phone/virtual call

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 [@communicateSLT](https://twitter.com/communicateSLT)  [CommunicateSLtCIC](https://www.facebook.com/CommunicateSLtCIC)

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Title: Business Lead	Accountable to: Stakeholders. Board. Line managed by Director. Part of the leadership team.
Salary: £30,000 - £35,000	Location: Hybrid working out of Lancaster House, Amy Johnson Way, BLACKPOOL, FY4 2RP. Must be able to travel within North West of England.
Hours: Full time post.	
Purpose: To manage existing and new contract relationships, whilst coordinating and developing new and ongoing projects across the North West of England that support children, families, practitioners and partners to maximise communication potential.	Articulates with: Communicate’s Leadership, Core, Delivery Teams and Volunteers. Stakeholders, including Education, Health, Local Authority and Third Sector Partners, Commissioners and Evaluation Teams.
<u>Essential requirements</u> Ability to manage a diverse day to day workload involving Business Account Management, Project Management, Contracts, Bids and Tendering and Marketing/PR. <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 tech to improve service planning, delivery and monitoring. • Respect for confidential information. • Enhanced DBS applied for by Communicate SLT CIC following appointment. 	<u>Desirable requirements</u> <ul style="list-style-type: none"> • Level 3 qualification in project management or marketing. • Background in business skills, administration, management, sales and marketing. • Experience of managing projects within a small organisation. • Excellent IT skills and experience of databases and social media. • Experience in customer care and sales. • Skilled at coaching others, e.g. by giving and receiving positive and critical feedback to colleagues. • Driving licence.
<u>Core responsibilities</u> Business Development <ul style="list-style-type: none"> • Support bid/grant/tender submissions. • Support business development activity, e.g. attending networking events, building relationships with existing and new partners. • Establish and maintain relationships with all stakeholders and team. 	<u>Person specification</u> <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, on phone and written. • Listening to needs of clients, promoting services. • Confident communication of highly complex information.



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- Lead on 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 needed.
- 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 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 or cover for other core team members when required including the Director.

- 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 opportunities to network.
- Values working within a team and with diverse skills and styles
- Reliable and respectful.
- Capable of working both independently and collaboratively.
- Able to be flexible and adapt to change.



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