Lead for Partnerships and Business Development

Job Description

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| **Job Title** | Lead for Partnerships and Business Development |
| **Location** | Every-One Office is based at Wellingore Hall, Wellingore, LN5 0HU near Lincoln although service coverage is for the county of Lincolnshire and potentially beyond.  Opportunity for hybrid working for example home working will be by agreement and where it provides service efficiency. Working from the Every-One Office will be required on occasion to meet business need. It is the contractual base. |
| **Salary** | Salary range from £29,636 to £31,371 (37 hours / week) dependent on experience. |
| **Contract Period** | Fixed term contract until 28 February 2027 |
| **Hours** | **37** paid hours per week with very occasional evening or weekend work where necessary.  Part time working considered with working days / patterns to be agreed by negotiation. |
| **Annual Leave** | 28 days per annum |
| **Responsible to** | Chief Executive Officer or Manager with delegated authority |
| **Responsible for** | Project Participants and Associates as agreed with Chief Executive Officer |
| **Every-One Objectives** | Every-One is a registered charity that supports people to have choice and to be in control of their own wellbeing. This is delivered through the development of personalised support, co-production, service development and programmes of training and awareness raising sessions.  Our charitable aims are:  *For the benefit of the public, the promotion of the relief of carers, former carers and the people for whom they care, by:  a) providing advice, training, education, information, services and assistance to carers, former carers and the people for whom they care; b) raising public awareness of carers, former carers and the people for whom they care such awareness to include their needs; c) facilitating communication - among carers, former carers and the people for whom they care; and between such aforementioned persons and employers, policy makers and service providers; and d) providing preventative services in order to reduce the requirement for care.* |

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| 1. **Overall Purpose** | Every-One is delighted to be investing in our capacity to support the growth of our organisation for the benefit of the people we serve.  The Lead for Partnerships and Business Development will develop Every-One's funding strategy by developing, implementing and managing the funding application and bids workstream of our organisation by:   * Growing income from funding organisations by researching, preparing and writing high quality compelling applications or bids to funders * Establishing and building partnerships to build a strong partner and stakeholder network * Ensuring citizens, including those with lived experience, are supported in co-production to influence the design and delivery of strategies and services of a wide range of organisations including public services, armed forces and education establishments   This workstream builds on our current work and will involve consulting, collaborating, and partnering with a range of stakeholders, people with lived experience, the public and local communities to shape and grow our charitable activity.  You will have an enthusiasm for promoting our services, for building relationships and the skill to interact with Commissioners, Funders and key Stakeholders.  You will drive our commercial success which in turn enables Every-One to achieve its mission in line with our charity’s objectives.  **Key responsibilities**  As a member of the Every-One team you will be innovative, self-motivated, and take ownership of fundraising opportunities.  Lead on building and managing a robust pipeline of funding opportunities, continually horizon scanning for new opportunities.  Undertake research and translate information into a compelling ask in both verbal and written form.  Manage, write and evaluate bids and funding applications.  Promote inclusion and involvement: All work should be underpinned by the need to embed equity, diversity and inclusion best practices into our applications, engagement and involvement activities, ensuring groups are representative of the County population and actively addressing gaps in demographics.  Further develop the Every-One marketing and communication material and plan to promote our service for funding opportunities.  Create and manage a library of evidence from the projects and service delivered using the quality assurance process.  Responsible for championing and highlighting us to partners and stakeholders.  Create and manage the process for submission and contract approval to planning for delivery.  Produce high quality written reports, documentation and promotional information suitable for a range of audiences. | |
| 1. **Organisational Management & Co-ordination** | 2a | To work effectively as a member of a team under the direction of the Chief Executive. |
| 2b | To deputise for the Chief Executive when required. |
| 2c | To support in the management of all aspects of our organisation including co-ordinating and delivering a range of funding submissions, projects, services, training/learning and development or raising awareness initiatives and day to day business operations. |
| 2d | Organise and take part in organisational and personal training as required; attending staff meetings and other meetings as appropriate. |
| 2e | Engage and establish effective working relationships with broad range of stakeholders including Carers, the people they care for, people with lived experience, partner organisations, community, private and statutory providers, schools, universities and colleges. |
| 2f | Represent Every-One in meetings with existing and prospective funders/stakeholders and at external meetings, events at groups, at the request of the Chief Executive. |
| 1. **Project and Service Delivery** | 3a | To lead, plan and facilitate research and funding submissions and co-production and engagement activities. To facilitate stakeholders and the public contribution to funding proposals and bids, and to build and sustain relationships and networks that support the charity’s opportunities and effectiveness.  Actively seek and negotiate commercial business opportunities to develop sustainable income streams. Thereafter, set up projects for delivery, and occasionally leading delivery.  Build strong relationships with existing and potential funders and stakeholders.  Quality Assurance: monitor project or service outcomes and evaluations to build a library of qualitive and quantitative evidence to inform funding bids or applications, and our marketing and communication strategy.  When delivering a project ensure the Funders and the Board of Trustees receive feedback on progress, monitoring of inputs, outputs and outcomes in line with their requirements.  **Governance Support**– Working with and supporting the Chief Executive Officer with the Governance and administration (charity commission compliance) of the charity, this will include reporting to the Board of Trustee meetings as required. |
| 1. **Finance** | 4a | Identify and secure income from a wide range of Funding organisations.    Develop and prepare project funding applications and submit contract bids and funding applications in compliance with due diligence principles. |
| 4b | Proactively manage budgets and monitor and report on income and expenditure, maintain accurate logging of spending. |
|  | 4c | Prepare and maintain accurate financial records using organisation databases, including but not limited to:   * Preparation of budgets * Monitoring and reporting of budgets |
| 1. **Policies and Procedures** | 5a | To comply with all policies and procedures adopted by Every-One and those in place between partner agencies. |
| 5b | Work at all times in accordance with Equal Opportunities and anti-discriminatory practice. |
| 5c | Demonstrate a commitment to safeguardingchildren and adults and comply with Every-One's Safeguardingpolicies and procedures. |
| 1. **Working Requirements** | 6a | To work within both an office environment, home working and with travel throughout the County of Lincolnshire with occasional travel outside of County. |
| 6b | Undertake some moving of equipment and materials within the office and outside when taking equipment to events and meetings. |
| 6c | Carry out all duties in accordance with Every-One's Health and Safety policies and procedures. |
| 6d | Effectively manage own role, at times without direct supervision, responding flexibly to changing priorities and deadlines. |
| 6e | The post holder must have a clean and current licence for this country, be fully insured and have access to own transport, essential car user rates apply. |
| 1. **Other duties** | The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties will not substantially change the general character of the post.  Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. | |
| This job description is current as of: February 2024  **Approved by: Chief Executive Officer, Every-One** | | |

**Person specification**

**Skills, knowledge and experience**

**Essential:**

* Excellent verbal and written communication and interpersonal skills, with the ability to tailor communication according to the audience.
* Able to work collaboratively and build productive relationships with colleagues, stakeholders, third-party agencies and people from a diverse range of organisations or communities.
* Experience of research or collating evidence, preparing and writing high quality evidence-based reports or funding applications or bids.
* Ability to organise and facilitate meetings, workshops, events.
* Excellent planning, problem solving and organisational skills, working to demanding deadlines and targets.
* Administratively self-supporting and able to manage own time.
* Excellent IT skills, in particular Microsoft Office, including Excel and PowerPoint.
* Ability to handle confidential and sensitive information in accordance with Data Protection legislation.
* Knowledge of relevant legislation and government policy and it’s relation to Every-One's objectives and ambitions.
* Knowledge of the compliance and legal issues associated with our work, including data protection and contracts or commissions.

**Desirable**

* Experience of producing publications, marketing and communication materials.
* Experience of working creatively to identify innovations and solutions to meet service need.
* Experience of designing and preparing presentations or learning and development material and delivering to participants.
* Experience of representing an organisation/employer at meetings or events for purposes of funding applications.
* Experience of facilitating co-production and engagement events or projects.
* An understanding of safeguarding and safe working practice.
* Ability to understand and apply evaluation methods and tools for service quality assurance and to evidence outcomes.
* Demonstrable understanding of project management and experience of managing multiple projects and tasks, including budget development, project planning, delivery, and evaluation.
* Track record of successful contract bidding, negotiation and overall contract management.

**Education and qualifications**

**Essential**

* Qualified to at least A level standard or equivalent.
* Evidence of maintaining skills, personal development and knowledge base in area of work.

**Desirable**

* Educated to degree level or equivalent, or relevant professional experience.

**Values and behaviours**

* An interest in the value of lived experience and how this can contribute to professional knowledge and service development.
* Self-motivated, enthusiastic, positive willing to be flexible and solution focused.
* Knowledge and understanding of Every-One's ethos and principles.
* A commitment to empowering people, equal opportunities and anti-discriminatory practice.
* Understanding of and commitment to the issues facing those with caring responsibility or being cared for and those with lived experience.
* Understanding of and commitment to personalisation, self-care and co-production values.
* A commitment to ongoing personal development.
* Extremely motivated and able to work independently, and as a member of a team, driving forward and achieving objectives.

**Specific job requirements**

* Able to meet the travelling requirements of the post
* Able to work occasional evenings or at weekends if required, for example attend an event, conference, stakeholder meeting.
* Ability to travel across the Lincolnshire region.
* Proof of your eligibility to work in the UK.