



JOB DESCRIPTION

JOB TITLE:	i-van Business Development Manager
BASED IN:	Bierton in the BCA Offices but principally field based.
REPORTING TO:	BCA Business Development Manager
HOURS:	17.5 hours per week (including some evening work)
SALARY:	£28,000 pa pro rata
LEAVE:	12.5 working days per annum plus public and bank holidays

JOB PURPOSE:

To develop the i-van project in the next stage of its evolution. The i-van is an innovative young people's multi media outreach project based at Buckinghamshire Community Action. The project has been running for two years and is in its final year of Lottery funding. The project has been planned with a social enterprise business model from the outset to enable full sustainability when the Lottery funding ceases.

Principally responsible for the marketing, service development and business generation, the i-van Business Development Manager role will be to work with the i-van Project Worker and BCA Business Development Manager to build on the project's existing reputation to grow the business, within the remit of young people's provision, multi media services and mobile outreach.

MAIN DUTIES AND RESPONSIBILITIES:

1. To review, develop, and deliver a range of effective marketing initiatives to create a public identity for the project including events, materials, presentations and a web presence
2. To attend appropriate events to promote the project and build effective networks
3. To develop new business relationships, generate and negotiate new income
4. To work up projects in partnership with other organisations to take advantage of funding streams for work with young people
5. Presenting the project to potential partners through direct communication in face to face meetings, telephone calls and emails
6. To develop a three year business plan

7. To identify freelance session workers as the business determines to undertake workshops/projects
8. To ensure the project remains proactive and responsive to prospective business.
9. Keep abreast of national/regional/local developments around the Young People's agenda and in multi media.
10. Foster strategic partnerships with key national/regional agencies and forums.
11. Devise and implement an appropriate monitoring and evaluation process for this work.

HEALTH AND SAFETY:

Uphold Buckinghamshire Community Action's health and safety requirements, particularly by following agreed codes of practice and safe methods of working.

Fulfill personal responsibilities with regard to Health and Safety and Risk Policies.

Comply with the Health and Safety policies and arrangements which are in place to ensure that staff and others are safe and communication is effective.

EQUAL OPPORTUNITIES:

Uphold Buckinghamshire Community Action's Equality of Opportunity Policy.

STATEMENT OF FLEXIBILITY:

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence. Staff team working and individual personal development are key to Buckinghamshire Community Action's success in delivering its business aims and objectives. All staff are therefore expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

PERSON SPECIFICATION:

	Essential	Desirable
Education and qualifications		
Educated to NVQ Level 4 or a relevant qualification		✓
Project Management qualification		✓
Evidence of continual professional development	✓	
Knowledge, skills and abilities		
The ability to generate ideas and solutions	✓	
A positive and determined approach to researching and analysing new business opportunities	✓	
Ability to use own initiative and pay close attention to detail	✓	
Ability to cope with competing demands and to prioritise tasks	✓	
Strong communication skills in all forms including written, oral, email, telephone, and presentation	✓	
Excellent organisational and time management skills	✓	
Knowledge of social enterprise	✓	
Knowledge of the Young People's sector		✓
Knowledge of multi media and music making		✓
Sound experience of partnership working		✓
Relevant IT skills to support project management and communication	✓	
Awareness of equality and diversity issues and practices	✓	
Personal Attributes		
Self motivated and flexible approach to work	✓	
Able to demonstrate accountability for decisions and actions taken	✓	
A positive attitude to dealing with people	✓	
To be able to work calmly under pressure	✓	
Other		

	Essential	Desirable
Full British driving licence and access to private means of transport or ability to demonstrate how you will meet this requirement	✓	