**Business Development Officer**

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| **Salary:** | £23,000 - £26,000 per annum |
| **Pension contribution:** | 5% employer’s contribution to personal pension plan |
| **Hours:** | 37 hours per week |
| **Annual leave:** | 28 days plus bank holidays |
| **Employment term:** | Permanent |
| **Reporting to:** | Chief Executive |
| **Location**: | Hackney |

All young people should have a fair chance to succeed. Inspire’s mission is to deliver high-impact services driven by local need, helping young people to find their strengths and thrive.

Founded in 2004, we open doors for young people aged 3-24 in Hackney and beyond, through a range of programmes which help them to raise their aspirations and achievement levels.

With a team of 30 staff and turnover of £1m per annum, we work with schools across Hackney, Camden and Islington, supporting 15,000 young people each year with over 750 volunteers and a huge network of employers. In 2014 we established our independent school Inspired Directions, which offers alternative provision for learners whose needs cannot be met within mainstream education.

**About the team**

Our team values are:

**Commitment** – we are dedicated to our work and our cause

**Collaboration** – we build networks and partnerships to help us achieve our goals

**Inclusivity** – we celebrate diversity and provide support regardless of ability

**Impact** – making a practical difference to young people’s lives

**Community** – we are driven by the experiences of young people growing up in our communities

**Creativity** – we innovate to meet the changing needs of young people

We have an opening for an enthusiastic individual to support our business development activities, helping to ensure the growth of our work. You will support colleagues in finding new income streams, researching new opportunities and reporting on progress. A great communicator, you will have a talent for developing relationships, an aptitude for numbers and for spotting opportunities.

This role is a learning opportunity and training will be provided for the successful candidate.

**Safeguarding**

Inspire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care. We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our work. As an employer, we expect all staff and volunteers to share this commitment; and as such an enhanced Disclosure and Barring Service (DBS) Check will be required and safeguarding training will be provided for the successful candidate.

### **Key function of the post:** Reporting to the Chief Executive, you will support business development activity by researching prospects, gathering information for reports and supporting the writing of funding applications. Your responsibilities will include:

### **Responsibilities**

1. **Income generation**

* Researching potential funders
* Spotting opportunities for income generation with existing and prospective partners
* Developing a pipeline of new business opportunities
* Helping to produce marketing materials for our projects
* Supporting the writing of funding applications to trusts and foundations and researching subject matter areas so that proposals are supported by evidence
* Supporting the Chief Executive in responding to funders’ requests and questions
* Following business development and fundraising processes and suggesting improvements where appropriate
* Supporting presentations at meetings with funders and supporting the production of presentation materials
* Helping to maintain an annual calendar of funding opportunities including community fundraising activities taking the lead on identified areas as appropriate
* Supporting work to identify key areas for growth and new opportunities
* Conducting research into funding opportunities, competitors and market trends
* Helping to engage service users in the design of our work

1. **Recording and reporting**

* Using Salesforce and Trello to record business development activity and update contacts, and download monthly reports for the Head of Operations and Chief Executive
* Keeping up to date records of our contacts and fundraising progress on Salesforce
* Ensuring signed grant agreements and contracts are in place and filed for all projects
* Preparing monthly reports on income generation progress from Salesforce and reporting to the Chief Executive
* Supporting our Head of Operations with analysis of timesheet information for pricing purposes
* Supporting with the preparation of income generation paperwork for trustee meetings
* Building relationships with funders and partners
* Supporting delivery team members to complete reports for funders

1. **Personal development**

* Taking part in Inspire’s performance review system
* Working with the Chief Executive to identify and work towards personal development objectives
* Taking up opportunities for continuing personal and professional development, including mentoring and training

### **Person specification**

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| **Area** | **Essential (E)/ Desirable (D)** | **Criteria** |
| Qualifications | D | Educated to degree level or equivalent |
| Experience | D | Some experience in fundraising, income generation, business development or marketing |
| D | Writing funding applications, reports and other communications |
| D | Experience of successful and high-quality account management |
| D | Working knowledge of Salesforce |
| D | Working in a multi-cultural education setting |
| D | Delivering projects involving young people and schools |
| Skills/ aptitudes | E | Ability to proactively develop and maintain relationships with stakeholders |
| E | Excellent numeracy skills |
| E | Excellent planning, prioritisation and organisational skills |
| E | Self-motivated and able to drive work forward |
| E | Results-driven and excited by the prospect of growth |
| E | Strong communication and presentation skills |
| E | Ability to write in a clear and engaging way |
| E | Proven research skills |
| D | Awareness of equalities issues |
| Knowledge | D | Understanding of how schools operate |
| Characteristics | E | Positive attitude and enthusiasm |
| D | Creative thinker |
| E | Excellent team player, with a willingness to support colleagues |
| E | Strong personal alignment with Inspire! and its charitable objectives |