

JOB DESCRIPTION

Job Title	Business Development Manager
Salary	£30,300 – £34,491 per annum. Please note that appointments are usually made with a salary offer starting at the lower end of the scale
Responsible to	Strategic Director
Key External Partners	VCS Infrastructure Organisations; VCSE groups; Foundations & Trusts; Commissioners; North East LEP; North of Tyne Combined Authority; Health Partners including the NE & North Cumbria Integrated Care System, Clinical Commissioning Groups and NHS Trusts.

Purpose

The Business Development Manager will lead Rise's business development activity focussing both on traditional sources (including grants, contracts and commissioning opportunities) as well as developing new unrestricted income streams.

You will also have responsibility for bringing additional income-generation opportunities for physical activity and related activities into the wider Northumberland and Tyne & Wear system through:

- Sourcing funding for physical activity-related work within the system based on insight and an understanding of priorities and identified local need; and
- Advising, supporting and developing partners within the system, with a focus on our priority areas/groups, to understand where the opportunities for business development are and building their capacity and capability to be able to access such opportunities.

Key Themes & Responsibilities

1. Support our Senior Management Team and five workstream teams to help identify and access sources of income to meet the needs of Rise's ten-year strategy, Rise Together, alongside the shorter-term strategic Implementation Plans. This includes developing income and business development strategies to support our longer-term sustainability.
2. Where appropriate, lead on the development and writing of region-wide / system-wide funding bids, tenders or business proposals, as well as

advocating for investment into physical activity locally, regionally and across the system.

3. Lead on the development and implementation of an offer for business development advice and support related to physical activity for partners and stakeholders in our priority areas/groups.
4. Understand the new strategic context (nationally and locally) and support partners and localities to develop their understanding of funding for physical activity, including liaising with the local VCS infrastructure organisations to enhance their knowledge and understanding.
5. Working closely with relevant Strategic Leads within the team, coordinate the processes and procedures for any distribution of grants across the region which are channelled through Rise.
6. Working closely with the Research, Insight and Communications team, identify appropriate support materials and insight required for accessing business development opportunities.
7. Keep up to date with funding opportunities, and be proactive in identifying and promoting these as appropriate within the organisation and across the wider system.
8. Develop strong relationships with partners, funders and commissioners, and raise the profile of Rise with key agencies.
9. Monitor the success and allocation of various funding streams, particularly in terms of applications we have had input into, and review, evaluate and amend our advice and offer/service accordingly.
10. Prepare progress reports, correspondence, financial analysis etc as appropriate and present the same to the Rise leadership team and external partners as required.
11. Provide advice and guidance to inform business planning and future strategy for business development, based on local knowledge, insight and performance data.
12. Attend training and development opportunities relevant to the post and/or self-development objectives.
13. Any other duties as required, commensurate with the grade and remuneration of the post.

Number of Reports

Direct Reports: 0

Indirect Reports: 0

Practical Requirements

The post holder must:

- Be values driven and display the utmost integrity and transparency.
- Work with high energy and be motivated to succeed.
- Be a leading advocate for the benefits that physical activity and sport can play in developing communities and individuals.
- Ensure compliance with the Charity's internal procedures and all legal requirements.

Last updated: *August 2021*

Date of next review: *August 2022*