



## **BUSINESS DEVELOPMENT LEAD**

### **Job Description**

#### **General**

Job Title:	<b>Business Development Lead</b>
Responsible to:	<b>Senior Manager</b>
Responsible for:	<b>Development Co-ordinator (fundraising grants and trusts)</b>
Location:	<b>Into Work Head Office at Norton Park in Edinburgh (note some homeworking will be possible).</b>
Hours of Work:	<b>30 to 35.75 hours per week (full time is 35.75)</b>
Salary:	<b>£34,350 rising to £ 36,890 (pro rata if part time), &amp; depending on experience</b>
Type of Contract:	<b>Permanent</b>

#### **Overall Purpose of the Job**

Business Development Lead is a member of the Senior Management Team and has an important strategic role to play in driving the development of Into Work. This role is dedicated to creating and managing growth in terms of scale and range of contracts which will create a more sustainable business model.

Under the direction of the Senior Manager, the Business Development Lead will be responsible for developing and implementing a Business Development Plan, with set agreed growth targets across the management team to achieve. Responsible for identifying contract opportunities and producing professionally written proposal content that clearly articulates Into Work's service offer of supported employment for disabled people and people with long term health conditions.

This is a networked role leading the strategic business development activities that requires strong communication & organisational skills as well as an ability to work under pressure and to demanding deadlines.

#### **Responsibilities**

1. Take a lead role to support the development, appraisal and submission of persuasive, logical and practical bid proposals specialising in supported employment for a range of disabilities, and to include areas of focus on autism & neurodiversity activity in line with Into Work's mission and tailored to meet the needs of the people we serve.

2. Collaborate with senior Into Work staff to identify and engage with potential contractors to explore and fully understand their requirements. This will include, but not be limited to, opportunities to work with NHS, DWP, local and national government & Local Employability Partnerships to address the No One Left Behind and Halving the Disability Employment Gap Action Plans.
3. Follow up potential leads to explore the scope for developing specific offers with employers to income generate from the private sector (e.g. training, consultancy, job coaching).
4. Collaborate with other senior staff to identify the need/ scope for service development and innovation.
5. Represent and promote Into Work effectively, (e.g. within agreed local and national network meetings and events), using a range of platforms to engage with existing and potential contractors, commissioners and employers.
6. Develop and implement an agreed Business Development Plan and ensure that this is regularly reviewed and refined, understanding the internal budgets and financial considerations. Ensure each proposal is working towards a sustainable full cost recovery model.
7. Manage our procurement pipeline and regularly scan current and future contract tenders (e.g. on Public Contracts Scotland, DWP sites) to identify potential opportunities.
8. Actively develop and manage a network of experienced colleagues & subject matter experts by acting as bid Coordinator where required. Liaise with other staff (e.g. delivery managers & staff, lived experience and training lead, wellbeing coach, finance manager, and the development coordinator) in a timely and structured fashion to retrieve all information necessary to complete proposals. Write content according to prescribed guidelines, identify and re-work existing pre-written content where relevant.
9. Ensure all written communications and each bid proposal is prepared to the highest standards of accuracy and presentation to position Into Work correctly.
10. Proof and edit bid response documents to create a successful, winning bid.
11. Develop and maintain a library of written responses to support production of bids and proposals (Bid Library), in conjunction with the Senior Manager.
12. Develop a specific tone of voice and in-house style for Into Work, in line with the social model of disability & Into Work's values. Promote the voices and aspirations of people

with lived experience within proposals.

13. Identify and liaise with potential partners as part of any bid developing process to project inception.
14. Manage the set up of new service developments to the point of being able to effectively handover to operational staff to take on the management of new projects.
15. Contribute to the overall success of the bid process, including working to team and personal objectives.
16. Be responsible for the quality of work reporting to the Senior Manager and the Board. Actively and continually review bid feedback from all sources - consider, plan and execute improvement planning processes.
17. Comply with all quality, legal and health and safety requirements.
18. Always present a professional image of Into Work.
19. Work to the performance standards and values provided by Into Work.

### **Other**

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.

The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job description from time to time.

### **Line Management**

The Business Development Lead reports to the Senior Manager.

The Business Development Lead will line manage the Development Co-ordinator (transition from current line management arrangements to be phased in), and any business development supporting roles required to manage growth.