



## Business Development Lead Person Specification

**Key**

E – is Essential      D – is Desirable

<b><u>Experience, Knowledge and Understanding</u></b>	<b>E</b>	<b>D</b>
1. A minimum of 3 years experience in a similar role, leading Business Development activities at an organisation level	✓	
2. Service development	✓	
3. Knowledge of employability policy and strategy (e.g. No One Left Behind, Disability Employment Gap Action Plan)	✓	
4. Knowledge of charity sector, Local Authority and Scottish Government commissioning, procurement and funding environment (contracts, grants, service level agreements)	✓	
5. Knowledge of private sector employer needs		✓
6. Proven track record of developing Business Development pipelines	✓	
7. Understand and preferably have experience of front-line delivery / managing front-line delivery		✓

<b><u>Skills</u></b>	<b>E</b>	<b>D</b>
1. Excellent written communication skills: experienced in creating persuasive and compelling bids, propositions and reports	✓	
2. Excellent verbal communication skills – the ability to establish effective working relationships with commissioners, funders, policy makers and influencers, employers, colleagues and other agencies	✓	
3. Understanding of organisational and project finance to ensure budgets are sustainable, and to ensure that invoicing, payment, and contract terms are appropriate and adhered to.	✓	
4. Ability to self-manage, work independently and use own initiative	✓	
5. Ability to organise workload, handle competing priorities and meet deadlines	✓	
6. Ability to work collaboratively as part of a team	✓	
7. Ability to build strong and lasting relationships with commissioners, funding/contracting partners, policy and service delivery influencers and supporters	✓	
8. IT literacy (Microsoft office products or equivalent) including a good working knowledge of email / diary management, word processing	✓	

and excel		
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<b><u>Qualifications</u></b>	<b>E</b>	<b>D</b>
1. Educated to degree level or equivalent		✓
2. Business development qualification, certification, training, or professional membership		✓

<b><u>Personal Qualities</u></b>	<b>E</b>	<b>D</b>
1. Commitment to quality and high standards	✓	
2. Commitment to Into Work's values, including the principles of inclusion	✓	
3. A willingness to collaborate, working in harmony with others	✓	
4. Works methodically, accurately, and neatly	✓	
5. Has drive, self-motivation, positive attitude, and enthusiasm	✓	
6. Lived experience of disability or long-term health condition		✓
7. Willingness to travel to meetings and events across Edinburgh, Lothians and Southeast Scotland, that will be held face to face when regulations are eased.	✓	