

Business Development Officer

Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualification in Business Development or equivalent work experience
* GCSE or above in English and Maths
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| **Experience** | * Experience of using IT systems, including Microsoft office programmes
* Experience in developing strategies and development plans
* Experience in preparing funding bids and maintaining funding records
 | * Experience in writing reports
* Experience in working with social enterprises
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| **Skills & Qualities** | * Effective communication skills
* Ability to engage effectively with a wide range of people
* Ability to work well as part of a team
 | * Ability to understand a person-centred approach to business
* Ability to support and motivate others
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| **Knowledge** | * Knowledge of issues impacting on voluntary sector organisations
* Knowledge of issues impacting on communities in the current climate
 | * Local knowledge of opportunities for local enterprise.
* Understanding of how to motivate and engage people.
* Genuine interest in the community.
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| **Equality, Diversity and Safeguarding** | * Knowledge of Equality Diversity and Safeguarding
* Ability to adhere to good practice regarding Equality, Diversity and Safeguarding
* Willingness to undertake formal training in Equality Diversity, and Safeguarding.
* Willingness to undergo enhanced DBS disclosure
 | * Good understanding of Safeguarding legislation and practice.
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| **Other** | * Ability and willingness to travel locally, and regionally on occasion, if required to conduct duties of the post.
* Willingness and ability to work flexibly.
 | * Clean driving licence
* Own transport
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