

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 |  |
| **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 |
| **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 |
| **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. |
| **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. |
| **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 |