**Candidate Information**

**Business Development Officer**

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| **Salary:** | Grade F:£28,831 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Permanent |
| **Disclosure:** | Enhanced DBS/PVG Scheme/AccessNI is not required |
| **Base:** | Sustrans offices in Bristol with the flexibility to work from home |
| **Travel:** | This role does not involve regular travel. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

To provide co-ordination and administrative support for organisation-wide business development systems and activities. The post-holder will help teams in all aspects of bidding, from identifying funding opportunities, to supporting the preparation of competitive funding bids through to submission. This role involves working with teams across the organisation.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

To provide co-ordination and administrative support for organisation-wide business development systems and activities.

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| **Where this role sits in the structure** | Reporting to the Senior Business Development Coordinator  Working closely with:  Internal: Senior Business Development Coordinator  Grants Manager  Senior Business Development Coordinators & Officers within Geographical teams  Fundraising & Supporter Engagement Team  Geographical Directors / Heads of Teams  England Partnership teams  Delivery Managers  Finance Team  Legal  External:  Procurement and project teams from commissioning bodies (e.g. local authorities, public transport executives, national governments)  Other Statutory Funders  This role does not have line management responsibility |

**Key Responsibilities**

Responsibilities may include:

1. To support the Senior Business Development Coordinator in the roll out of a refreshed bid and tender management approach (Sustrans’ Bidding Framework) and associated tools, across the organisation. To advocate and help to embed best practice in the bidding process.
2. To support Senior Business Development Coordinators/Officers and other senior managers with the bidding process, including but not limited to monitoring tender/grant portals for funding opportunities, facilitating Business Case Assessment calls, supporting creation of bid plans, performing compliance checks, gathering evidence and input from functions (HR/IT/Finance/Legal) including internal approvals as required, proof-reading, proposal design and formatting, and bid submission.
3. To manage key BD communications tools/platforms including the Business Development team inbox and Sharepoint page.
4. To support the management of the Business Development resource library (Sustrans’ Bidding Toolkit), including regularly reviewing and updating resources which are required for competitive bids and grants (e.g. staff CVs, company information, standard text).
5. To support the management and development of other key business development systems and libraries, including the Bids Library and content on our customer relationship management (CRM) database.
6. To support the business development team’s work in gathering, analysing and communicating external and internal business intelligence. This includes pro-active research into potential funding sources, market trends, monitoring grant and tender alerts, and internal emails/alerts and co-ordinating this work across the team.
7. To provide other support including administrative as required by the Senior Business Development Co-ordinator.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Proven experience of providing administrative support to a team of people in a busy and /or customer facing environment (proficient in Outlook, Word, Excel, Adobe) | ü | ü |
| Experience of using business development management, client/customer relationship management, or contact systems |  | ü |
| Experience of working to deadlines and staying calm under pressure | ü | ü |
| Experience of laying out and formatting documents to a high standard of visual presentation | ü | ü |
| **Skills and Abilities** |  |  |
| Excellent planning, time management, prioritisation and organisational skills which help anticipate and manage potential issues before they arise. | ü | ü |
| Excellent attention to detail | ü | ü |
| Excellent verbal and written communication skills, including proof-reading and editing copy. |  | ü |
| Ability to synthesise and summarise information in a clear and succinct manner | ü | ü |
| Strong research skills and ability to research information from different sources | ü | ü |
| Ability to develop working relationships with people from all backgrounds. | ü | ü |
| **Specific knowledge required** |  |  |
| Familiarity with tender procurement portals, grant funding websites and funding sources |  | ü |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.