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# Job Description

**Job title:** Senior Business Development Officer

**Reference:** SUS3111

**Salary:** Grade G: £27,528 per annum

**Hours:** 37.5 hours per week (we welcome requests for flexible working including part-time hours or job share)

**Contract:** Permanent

**Base:** Flexible – we have an office in Cardiff and colleagues are currently working from home.

**Purpose of Job:**

The purpose of this role is to work with others to identify funding and develop proposals. To achieve this, you will gather information and bring people together. In this role, you will identify relevant funds and monitor programmes to ensure Sustrans Cymru can increase income to deliver our work.

**Place in Organisation Structure:**

The post-holder will report to the External Affairs Manager, Wales.

**Key relationships:**

**Internal:** Wales External Affairs Team

Wales Senior Leadership Team

UK Business Development Team

Research and Monitoring Unit

Finance teams

Other regional and Sustrans-wide staff

**External**: Funders, where applicable, including:

Welsh Government, Transport for Wales, Local charitable trusts, corporate funders, community foundations, local authorities, transport consultancies, third sector partners, public bodies.

**Key Responsibilities:**

1. Lead on the development of funding proposals and competitive tenders, ensuring activities follow Sustrans’ funding framework process.
2. Write engaging applications for funding for Sustrans’ core and project work.
3. Gather information to inform written proposals.
4. Co-ordinate input from technical experts across the organisation including HR, Finance, and Legal etc.
5. Identify and pursue funding or project opportunities that will allow Sustrans Cymru to deliver national priorities.
6. To work with the Wales team to continually improve the quality and competitiveness of bids.
7. To contribute to Wales’ development of new ideas, taking a creative and innovative approach to the work.
8. To lead project development meetings and ensure learning informs future plans.
9. To establish and manage relationships with charitable trusts and foundations with the support of the External Affairs Manager and National Director.
10. To lead on the management of customer data, ensuring records are kept up to date using Sustrans’ Customer Relations Management (CRM) system.
11. To represent Sustrans at networking events and relevant meetings as required.
12. Act as the point of contact to coordinate a prompt response when new opportunities arise, including other members of the Wales team and wider Sustrans team as appropriate

**Communication and marketing:**

1. Positively contribute towards raising Sustrans’ profile.
2. Collaborate with the Marketing team to develop and produce resources for use in pursuing new opportunities.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity.
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health and safety, safeguarding and Equality, Diversity and Inclusion:**

1. Support and comply with Sustrans’ Health and Safety policies
2. Support and comply with Sustrans safeguarding policies
3. Support and comply with Sustrans’ Equality, Diversity and Inclusion policies and apply key principles of these to your professional practice.

**Other:**

1. Perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

Currently, all staff are working from home in response to Covid-19. In the future, the post-holder will be required to attend meetings in Cardiff and may need to travel to other parts of Wales on some occasions. Overnight stays may be necessary and occasional weekend or evening working may be required with time off in lieu. The post-holder must be prepared to cycle or use public transport for the majority of work journeys.

**Special note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by: National Director, Sustrans Cymru

Date: January 2020

**Senior Business Development Officer (SUS3111)**

**Person specification:**

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| **Criteria** | **Essential** |
| Experience | Experience of preparing successful funding bids, competitive tenders and working with frameworks.  Experience of working with others to prepare information including project plans and budgets.  Experience of identifying opportunities to deliver new projects or services.  Experience of preparing and submitting reports to major funders.  Experience of developing strong relationships with partners.  Experience of desk-based research. |
| Skills and abilities | Ability to identify and develop new funding / business opportunities.  Ability to gather information to inform successful funding bids.  Strong analytical skills and an ability to work with complex data.  Strong verbal and written communication skills.  Ability to engage with internal and external colleagues at all levels.  Ability to work under pressure to tight, and multiple deadlines.  IT Literacy including the use of MS packages. |
| Knowledge | A sound understanding of tender and bid processes.  In-depth knowledge of fundraising techniques.  Knowledge of Sustrans’ aims. |
| Other | Committed to Sustrans’ vision. |

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| **Criteria** | **Desirable** |
| Experience | Experience of recording and managing customer data through a customer relations management (CRM) system. |
| Skills | Able to speak and write in Welsh. |