



<b>ROLE PROFILE</b>	
<b>ROLE TITLE:</b> Business Development Manager	<b>REPORTS TO:</b> CEO
<b>SALARY:</b> £30,094.60 FTE (salary point 25 within Senior Expert band) [£24,075.68 per year based on 30 hrs pw]	<b>STATUS:</b> Fixed term contract for 12 months from start date
<b>LINE MANAGEMENT RESPONSIBILITY:</b> None	<b>HOURS:</b> 30 hours per week over 4-5 days
<b>PLACE OF WORK:</b> Based from Brighton Oasis office with some home working (maximum of 50% of working week). You may be required to work from East Sussex Oasis office and travel around East Sussex as needed.	
<p><b>PURPOSE OF ROLE:</b> To deliver on income generation targets which support the long term sustainability of Oasis:</p> <ul style="list-style-type: none"> <li>- Develop partnership and business opportunities for the growth of Oasis' services</li> <li>- Identify opportunities and complete bids / applications for funding from grant-making Trusts and Foundations</li> <li>- Write tenders for contracts from Government, Local Authority and NHS commissioners</li> <li>- Undertake research into areas of business development for Oasis</li> <li>- Project manage implementation of new services</li> <li>- Complete contract monitoring reports and feedback on service delivery to funders</li> </ul>	

<b>Business Development</b>
<ul style="list-style-type: none"> <li>• To build new and existing relationships and partnerships with commissioners, funders, statutory partners and voluntary sector partners to complement the work of the CEO. This might be in new geographical areas, with new areas of development outside the existing scope of the services</li> <li>• To draft project proposals and service development ideas with input from Managers from across Oasis</li> <li>• To undertake research into areas of project and business development</li> <li>• To mobilise new projects using a project planning approach, handing over to service area managers in due course.</li> </ul>

Oasis Project

11 Richmond Place, Brighton, BN2 9NA

T: 01273 696970 E: [info@brightonoasisproject.co.uk](mailto:info@brightonoasisproject.co.uk) W: [www.oasisproject.org.uk](http://www.oasisproject.org.uk)

Registered Limited Company No. 347762 Registered Charity No. 1065503



<p><b>Income Generation</b></p> <ul style="list-style-type: none"> <li>• Identify funding opportunities from grant-making Trusts and Foundations</li> <li>• Draft and write bids for grants from grant-making Trusts and Foundations</li> <li>• Research potential funders, and write letters to existing and potential funders to request funding</li> <li>• Liaise with delivery teams and managers to draft project proposals and identify funding needs</li> <li>• Complete tenders for contracts from Government, Local Authority and NHS commissioners with input from Managers/Service Leads and CEO and liaise with partners as appropriate</li> </ul>
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• To produce progress and financial reports for funders and the board.</li> <li>• To complete reports as requested by funders, with input from Managers/Service Leads</li> </ul>
<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• To provide strategic support to the CEO in developing and implementing Oasis' fundraising and income generation strategy.</li> <li>• To attend a range of management meetings and Board meetings and contribute to meeting papers</li> <li>• To contribute to the wider strategic aims and ongoing development of Oasis' services.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To attend all mandatory training or courses</li> <li>• To read and understand all Oasis policies and procedures</li> <li>• To actively participate in annual appraisals and ongoing performance reviews</li> <li>• To positive promote, support and represent Oasis and to maintain its values and ethos</li> <li>• To maintain strict confidentiality in all matters relating to Oasis</li> <li>• To demonstrate commitment to the vision and values of Oasis and understand how own behaviour and actions contribute to maintaining a culture of shared ownership and responsibility that supports Oasis in achieving its overall vision</li> <li>• To demonstrate awareness and commitment to working in a way that is 'trauma informed' and to recognise this approach as part of Oasis' overall commitment to providing gender responsive services for women.</li> <li>• To undertake any other tasks, duties or responsibilities as requested by the CEO or Board.</li> </ul>



<b>PERSON SPECIFICATION</b>	<b>Essential or Desirable</b>
<b>QUALIFICATIONS</b>	
Educated to degree level or equivalent relevant experience	Essential
<b>SKILLS, EXPERIENCE AND EXPERTISE</b>	
Demonstrable experience of working in a business development role with clear transferable skills	Essential
Can demonstrate a strategic understanding of the IT needs of an organisation and has a high level of IT literacy, particularly in terms of website management and in managing databases and spreadsheets.	Essential
Experienced in managing an organisation's communications and marketing activity	Essential
Able to write effective bids, applications, reports using accurate, up to date data and information.	Essential
Experience of winning the confidence and trust of supporters/funders/team with ease, motivating and inspiring supporters	Essential
Experienced in managing charity finances with some technical knowledge	Desirable
Knowledge of the issues facing substance misusers, in particular female substance misusers	Desirable
Experience of change management and contributing to improvement action plans	Desirable
Excellent knowledge of the guidance that governs practice for an organisation such as Oasis, for example, PHE, NICE guidelines, CQC regulations and Home Office guidance.	Desirable
<b>ABILITIES AND ATTITUDES</b>	
Can demonstrate a desire to work flexibly, creatively, and pro-actively with determination and tenacity	Essential
Can self-manage whilst also being part of a wider team	Essential
Proven verbal and written communication skills with the ability to tailor the message to the audience	Essential
Adaptable and able to work in a challenging and changeable environment	Essential
Committed to the principles of equal opportunity and diversity alongside principles of safeguarding	Essential
Has a desire to offer a professional, courteous presence at work, demonstrating enthusiasm and confidence	Essential
Ability to deliver against agreed objectives and targets and understand the importance of working efficiently	Essential
To understand the importance of taking responsibility for own behaviour and actions	Essential
Committed to mirroring Oasis values in day to day work	Essential
To be aware of best practice and confidentiality procedures in line with GDPR.	Essential

The post is subject to the satisfactory completion of a Disclosure and Barring Service (DBS - formally CRB) check at an enhanced level. This job description accurately reflects the present position; it may be reviewed and amended but only after a proper period of consultation.

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