

We are recruiting for the following post:

Business Development Manager

Part time – 30 hours per week

£30,094.60 per year full time equivalent (£24,075.68 for 30 hours)

12 month fixed term contract

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

Oasis is committed to inclusion and diversity and welcomes applications from people with relevant life as well as professional experience, and those with disabilities who are currently under-represented in the organisation. People from Black and Minority Ethnic communities are underrepresented in our organisation and we strongly welcome applications from this group.

Who we are:

For over 24 years Oasis Project (Oasis) has been delivering services for women with drug and alcohol problems and children affected by drug use in the family. We are an innovative organisation aiming to empower women affected by substance misuse. We give help and hope to women and children affected by drug and alcohol problems. Our employees demonstrate understanding of the complex issues facing women substance misusers in order to help empower them to make choices that lead to change.

Business Development Manager: What you will do:

You will need to deliver on income generation targets which support the long term sustainability of Oasis and you will do that by:

- Developing partnership and business opportunities for the growth of Oasis' services
- Identifying opportunities and completing bids / applications for funding from grant-making Trusts and Foundations
- Writing tenders for contracts from Government, Local Authority and NHS commissioners
- Undertaking research into areas of business development for Oasis
- Project managing the implementation of new services
- Completing contract monitoring reports and feedback on service delivery to funders

You will:

- Be educated to minimum of degree level or demonstrate equivalent relevant experience
- Have demonstrable experience of working in a business development role with clear transferable skills
- Be able to 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
- Be experienced in managing an organisation's communications and marketing activity
- Be confident at writing effective bids, applications and reports
- Be able to win the confidence and trust of supporters, funders and the team with ease, providing motivation and inspiration.

What we offer:

- 28 days holiday plus bank holidays (pro rata for part time workers)
- We are a Brighton and Hove living wage employer and hold the Investors in People Award
- Contributory pension scheme
- Paid well-being hour once a month
- Company and statutory sick pay scheme
- Family friendly policies
- Learning and development opportunities via a range of methods
- A focus on well-being and balancing flexible working hours alongside organisational priorities
- Relaxed dress code

The overall pay and reward package is under review with the potential launch of an enhanced benefits package later in the year.

For a full job description, person specification and application pack for any of these roles please visit our website www.oasisproject.org.uk; or you can email recruitment@oasisproject.org.uk to request an applicant's pack. If you would like to chat to someone about this role please call Laura Ward, CEO on 07394 569678.

Closing date for applications is **9am on 13th July 2022**. Interviews will take place week commencing 18 July.

Application is by application form only, please do not send a CV as this will not be accepted as an application. You can apply by submitting your completed application form to the relevant link that you can access via the website. If you do not hear from us by 22 July, you will not have been successful on this occasion.

Charity no: 1065503

Company no: 3447762