



JOB DESCRIPTION

Job Title:	Business and Development Manager WHAG Community Interest Company Trading as UP.
Reports to:	Directors of UP.
Location	All UP Projects (Travel required)
Responsible for	Management and Development of UP Projects and its Staff, Volunteers and Students.
Date Reviewed	April 18

Up was established in 2015 and is working to develop and establish businesses. This post is the lead role with UP CIC. Funding has been agreed for 12 months and there are a number of other income streams in development

UP and the work we do

UP is an innovative social enterprise delivering Healthy relationship training to employers and designing school courses to assist in the delivery of healthy relationship training.

Each year millions of women and men are affected by domestic abuse and homelessness. UP is a CIC formed to support the charitable work of WHAG a leading charity working in Rochdale, Bury and Cheshire West and Chester providing Domestic abuse support to women and men and their families and homelessness support to women.

Overall Aim

To lead and Co-ordinate the work of UP.

To ensure a forward thinking and entrepreneurial approach, and build strong relationships with key stakeholders.

To monitor and evaluate the key outputs



To lead UP in implementing its development strategy through developing current and new opportunities and expanding into new areas.

The Business and Development Manager is responsible to the CEO for the management and coordination of all UP. Liaising and building professional relationships with businesses, schools, and other bodies to support the growth of UP.

Job Description

The list does not cover the full scope of tasks and responsibilities of the Development Manager but illustrates some of the areas of emphasis for this post

Key Objectives

1. To develop UP into a successful CIC.
2. To proactively seek new partnerships and present proposals to new and existing customers.
3. The ability to develop and implement successful management strategies and motivation to deliver continuous improvement.
4. To ensure that UP is developed in accordance with key aims and objectives.
5. To lead and manage UP ensuring they work in line with UP strategies, resources and procedures to operate effectively and in line with agreed policies and plans.
6. Harness a working environment that encourages team work , energy and creativity
7. Providing consistent and responsible line management to Staff, Students and Volunteers including recruitment.

Principal Accountabilities

1. Strategic and operational lead on the development of the Social Enterprise, ensure all defined Key Performance Indicators and Key Value Indicators are achieved.
2. The post-holder will be responsible for the organisational budget and management of the training co- ordinate and administration support
3. Lead on the research, development and pilot of new products and services, to further the aims and objectives of the Social Enterprise.



4. Proactively seek new partnerships, to delivery greater social impact and income generation, while nurturing existing partnership and relationship.
5. Work with WHAG (Charity) to ensure the best use of CIC limited resources.
6. Ensure professional, positive and relevant marketing and communication is carried out, showcasing the Social Enterprise's values, services, impact and achievements.
7. Work with the Directors, to ensure legal and regulatory compliance.
8. Support the monitoring and evaluation of the effectiveness, financial sustainability and impact of all products and services.
9. Proactively seek new opportunities to innovative and achieve the defined aims and objectives.
10. Establish a robust performance management performance in conjunction with the Directors of the Social Enterprise.
11. Produce accurate management reports for Directors of the Social Enterprise.
12. Establish policies and procedures and review regularly, to ensure compliance against legal requirements and best practice.
13. Provide cover for the Training Manager, in their absence
14. To work at times other than office hours to attend meetings, participate in networks, fundraising events and ensuring that the service is accessible.

Person Specification

Essential

You have a keen interest in profit for social purpose enterprise

You can demonstrate a commitment to performance training and development.

Skills & Abilities

- You are organised and a self starter and are able to work under your own initiative and have excellent communication and negotiation skills (verbal and written).
- You think strategically and plan ahead with proven creativity & problem-solving ability and excellent project management skills.
- Good track record in change management at team and organisational level with a proven ability to motivate and develop staff teams and self.
- Proven ability to represent organisation with a flair for PR



- Good track record of working to deadlines, under pressure and across a wide agenda
- Ability to work with current Microsoft software and CRM systems

Knowledge & Experience

- Business planning and a demonstrable track record in business development and/or fundraising
- You have evidence of collaborative and partnership working
- You have experience of working in and leading a (small) team.

OTHER • Positive enhanced disclosure • Car driver and owner • Ability to work some evenings and weekends as required from time to time

Other information

This post involves travelling across the North West and may involve more travelling as UP grows

PRINCIPAL TERMS AND CONDITIONS	
Salary:	Scale: £27,500 Salary will be reviewed annually alongside performance review and increased if targets met.
Hours Per Week:	37
Base	Head office (Rochdale)with travel across the NW
Additional Requirements	Car user
Annual Leave:	23 days per annum + 8 Bank Holidays pro rata
Pension:	UP operates an auto enrolment pension plan, which all employees are enrolled after 3 month probation period via NEST. Up contribute to this pension in line with legislation.