

Place for Hope Job Description

Place for Hope accompanies and equips people and faith communities so that all might reach their potential to be peacemakers who navigate conflict well. We are a charity based in Scotland, working throughout the United Kingdom, with our roots in the Christian faith.

This job profile sets out the practical purpose and main elements of the job as well as identifying where lead responsibility lies. It is a guide to the nature and main duties of the job as they currently exist, acknowledging that, because we are a small organization, a degree of flexibility and collaboration in roles and duties is expected.

Job Title:	Business Development Manager
Reports to:	The Director of Place for Hope
Hours per week:	14 hours per week
Location:	Home based with availability for travel for meetings and training, throughout Scotland and the north of England, and with flexibility for weekend/evening work.

Purpose of role

The Business Development Manager will bring expertise to all areas of business development for the charity, in particular business and financial management. They will share the vision and ethos of Place for Hope, and an interest in peacemaking and conflict transformation within the church and faith communities.

Main duties and Responsibilities

Business Development

Working closely with the Director and the Board of Trustees, the post holder will

- Develop and have responsibility for a support framework for the Charity to ensure its effectiveness, managing and where appropriate outsourcing functions. This includes Finance, IT, Payroll, Accountancy, HR, Evaluation and Health and Safety.
- Negotiate and where required put in place Service Level Agreements (SLAs) or Funding Agreements (FAs) with such external organisations as are required to enable the Charity to fulfil its Charitable Purposes, ensuring value for money, maintaining effective relationships and delivery of the agreed level of service.
- Develop the Charity's business planning and evaluation processes to enable the work of the Charity to be carried out effectively and efficiently, and to be appropriately evaluated.
- To produce management information and prepare business reports.
- Support the charity in ensuring that through the Trustees it fulfils all its legal, statutory and regulatory responsibilities; that the major risks to which the charity is exposed have been reviewed; and that systems have been established to mitigate those risks.

- Organise training for trustees of the Charity as necessary.

Financial Development

Working closely with the Director, and the 'Funding and Finance Forum', the post holder will

- Source, and make applications to grant funding bodies in keeping with the values and vision of the Charity, to ensure the long-term financial viability of the Charity;
- Be responsible for preparing, and managing the annual budget.
- Be responsible for monitoring expenditure, including preparing regular accounts for the Board, and annual accounts for OSCR.

Additional Elements (for all staff)

Working with the Place for Hope Staff Team

- Work proactively and collaboratively with colleagues
- Support internal and external training provision including preparation of presentations, paperwork, logistics and filing of resources.
- Assist the staff to operate all shared IT systems (e.g. calendar, database).
- Work with colleagues to support funding activities for the on-going work of the Charity.

Working with external partners

- Foster good communications within the charity and externally to the general public, our funders, partner agencies and other third parties.
- Represent Place for Hope at external events as required.

Continuing Professional Development

- Commit to continuing professional development.

The Values and Ethos shared by Place for Hope Staff members
ABILITY to work in a team and support one another, including deputising where necessary.
COMMITMENT to on-going learning/Continuous Professional Development.
FLEXIBILITY in working hours, to include evenings and weekends where necessary; willingness to support all roles across the charity as necessary.
HOMEWORKING ability to work from home.
COMMITMENT to maintaining healthy work/life balance and part-time working.
ABILITY to manage own administration, filing, reporting and financial accounting.
COMMITMENT to the underlying values articulated in our Charter

Person Specification

Business Development Manager

Experience/Skills	Essential	Desirable
Excellent business planning and systems development skills, and an ability to apply these effectively and efficiently in a small charity.	✓	
Ability to develop and assess key performance indicators and to apply a range of evaluation tools.	✓	
Excellent problem solving skills – has the ability to think through issues, assess and identify the best solution.	✓	
Excellent interpersonal skills. Able to deal constructively and diplomatically at all levels to deliver the charity's strategy.	✓	
Excellent track-record of financial management and budget keeping, including excellent numeracy skills and the ability to produce financial information and monitor costs.	✓	
Utterly trustworthy with financial transactions (to be verified by reference and by basic criminal record check).	✓	
Experience in identifying appropriate funding opportunities and submitting successful funding applications.	✓	
An understanding of and enthusiasm towards the work, vision and ethos of Place for Hope.	✓	
Experience in using accounting software, Word and Excel.	✓	
Knowledge of charity law, OSCAR rules and compliance.	✓	
Excellent writing skills, particularly in grant application, and report writing.	✓	
Commitment to working in a small team environment sharing common goals.	✓	
Awareness of the needs of church and faith communities in relation to conflict transformation, and a passion for engaging with these issues.		✓
Experience of working in the voluntary and not-for-profit sector.	✓	