Job Title:	Business Development Manager
Reporting to:	Lewisham Local Chief Executive Officer
Hours:	35 hours per week
Term:	12 months – possible longer depending on funding
Salary:	£42,000 to £45,000 (depending on experience) + 6% employer pension
Leave:	25 days annual leave (plus 8 bank holidays) and 2 annual volunteering days
Location:	Parkside Community Centre, 1 Copperwood Place, SE10 8GE. Hybrid working with min 2 days from the office and other locations as required.

About the Role

We are seeking a charity professional with evaluation and impact experience, and skills to develop Lewisham Local's business functions such as service delivery impact with a focus on impact measurements of infrastructure work, premises, and admin.

This is a newly built role to support the charity's new ambitious three-year strategy.

Main Objectives

- Develop and deliver the charity's Impact and Evaluation framework
- Ensure charity's CRM Salesforce is used at every level of capturing data
- Support, develop and manage Lewisham Local's business functions such as Admin and Premises management

Main Duties and Responsibilities

<u>Impact Measurement</u>

- Working closely with the SMT and project leads to understand the depth of the work carried out by Lewisham Local and develop an impact and evaluation framework to measure the success of our work.
- Train and support colleagues to ensure the framework is embedded into our daily work measuring the change created as a result of the work carried out by Lewisham Local.

- Run a quarterly impact report for SMT and Board
- Introduce data capture protocols and training on using the charity's CRM Salesforce to ensure data is recorded and up to date
- Acting as a champion for this across the team

Manage Admin function

- Manage the two (job share - 0.8 & 0.2 FTE) Admin officers who support the CEO, Board and take on the general office admin tasks
- Develop and improve Lewisham Local's admin processes

Manage premises – support and training will be offered

- Manage a Premises Coordinator (0.6FTE) in safe running the Orchard Gardens Community Centre
- Support the CEO in developing premises strategy and future proposals

Together with SMT and the CEO manage Lewisham local's fundraising function, reviewing and contributing to the grant applications.

Core Team Responsibilities

- Build and share knowledge and intelligence internally
- Build strong and effective local relationships across sectors
- Be a visible, active, positive and engaging presence within the community at local events, activities and meetings.
- Contribute and create regular communications content
- Champion the role of local giving, and the contribution of civil society in Lewisham
- Collect and process data, carry out monitoring and evaluation of our impact
- Help other team members at times of increased workload and/or specific events
- Contribute to office organisation and administration responsibilities to ensure the effective running of the organisation and staff presence at the office premises
- Manage volunteers to achieve the portfolio and charity's aims and objectives
- Attend regular team meetings and supervision sessions as required
- Undertake training and development as required
- Contribute to writing grant applications for future projects and core work

This is not an exhaustive list of tasks, and you may be asked to undertake any other reasonable duties in connection with the role. Job descriptions are reviewed regularly and may be amended at any time in accordance with the needs of the organisation.

PERSON SPECIFICATION

Assessed: I = Interview, A = Application

Relevant Experience	**Essential**	**Desirable**	**Assessed**
7+ years project and/or programme management	x		A, I
Experience in developing frameworks (Ideally for infrastructure work)	x		
Experience in Impact evaluation	x		
Experience of Form Assembly and integration with Salesforce	x		

Strong track record in at least one of the relevant programme areas. Experience across more than one area is desirable. • Premises management • Admin • Fundraising	x		A, I
Experience in managing people	x		A, I
Knowledge and understanding	**Essential**	**Desirable**	**Assessed**
Practice of equity, equality and inclusion	x		A, I
Monitoring and evaluation techniques to measure the social impact of organisations	x		A, I
Donor recruitment, management, retention		x	A, I
Website development		x	
Lewisham area and local voluntary organisations		x	A, I
Skills and abilities	**Essential**	**Desirable**	**Assessed**
Strong organisational and management skills	x		A, I
Marketing and communications skills to effectively engage diverse stakeholders	x		A, I
Strong interpersonal and influencing skills	x		I
Ability to adapt, customise and effectively utilise software to improve efficiency and impact within the organisation'	x		A
Writing grant applications		x	A
Personal qualities	**Essential**	**Desirable**	**Assessed**
Positive, Solutions Focused, Self-motivated, Empathetic, Adaptable	x		

AVAILABILITY

This post requires working on occasional evenings and weekends.

What We Offer

- A supportive and flexible working environment.
- Opportunities for personal development and training.
- The chance to be part of a passionate team making a real difference in the local community.
- Bike to Work Scheme.
- London Living Wage Employer.
- Employee Assistance Programme (EAP).
- Annual leave allowance that increases with service

Availability

This post requires working on occasional evenings and weekends. This post will also require frequent travel around the borough on public transport or other modes of transport.

How to Apply

To apply, please send you CV and a supporting statement (maximum 2 side of A4 of each) outlining your relevant experience, motivation and suitability for the role to jenny@lewishamlocal.com and recruitment@lewishamlocal.com .

If you would like to discuss the role before applying, please email gulen@lewishamlocal.com

Application Deadline: Thursday 23rd April 11.59pm

Interviews: w/c 27th April