

# Business Development Manager Role Profile

<p><b>Who We Are And Why We Need You</b></p>	<p><b>We need you</b> to join our energetic team to work with us to</p> <ul style="list-style-type: none"> <li>• Improve health, independence and well-being, through the promotion of good engagement for people with health and care services</li> <li>• Develop links to communities and to professional and voluntary stakeholders</li> <li>• Deliver good services economically, being aware of value for money</li> <li>• Increase our sustainability.</li> </ul> <p><b>Healthwatch Cambridgeshire and Peterborough</b> is the local statutory Healthwatch provider. We are the independent champion for people who use health and social care services in Cambridgeshire and Peterborough.</p> <p><b>Our job</b> is to make sure that those who run local health and care services understand and act on what really matters to people. <b>We listen</b> to what people like about services and what could be improved. <b>We share</b> what people tell us with those with the power to make change happen. <b>We encourage</b> services to involve people in decisions that affect them. We also help people to find the information they need about services in their area.</p> <p><b>We are a new organisation</b>, having recently merged the Healthwatch organisations in both areas. We have plans to develop our activities to better meet the needs of the communities we serve.</p> <p><b>We are looking for</b> passionate and committed individuals to work with us to provide high quality Healthwatch services to the people of Peterborough and Cambridgeshire.</p> <p><b>You will</b> be responsible for helping develop a financially sustainable future for Healthwatch Cambridgeshire and Peterborough by securing income from alternative sources to our core grant income.</p>
<p><b>What We Need You To Do For Us</b></p>	<p>Identify income sources, other than the local authority, and work with colleagues to develop bids and projects in line with the Healthwatch function.</p> <p>Work with a range of partner organisations to develop innovative approaches and projects which secure additional funding.</p> <p>Explore possibilities for working with local business and educational establishments and implement as appropriate.</p> <p>Work with colleagues to report progress on funded projects to Board, funders and commissioners as required.</p> <p>Track and report compliance with financial requirements of income streams.</p> <p>Support the CEO with assessments of income streams and financial reporting.</p>

<p><b>This Job Is Ideal If You Are Motivated To</b></p>	<ul style="list-style-type: none"> <li>• Use your business development and fundraising knowledge, communications skills and partnership expertise to support the development of the organisation and help to improve engagement with health and care services for local people</li> <li>• Enjoy generating income for an organisation that makes a difference</li> <li>• Make a difference and see the impact of your work on other people’s lives</li> <li>• Work closely with colleagues to provide a seamless professional service</li> <li>• Deal with constantly changing priorities</li> </ul>
<p><b>Experience And Skills We Need You To Have</b></p>	<p><b>You will have</b></p> <ul style="list-style-type: none"> <li>• A good understanding of voluntary, community and social enterprise funding opportunities</li> <li>• An innovative, creative, proactive, analytical and solution-oriented approach</li> <li>• A proven track record in identifying and obtaining financial support for organisations through a range of sources</li> <li>• A commitment to high quality standards</li> <li>• Demonstrable ability to meet deadlines and work calmly under pressure</li> <li>• Proven ability to think on feet and show shrewd judgement promptly and positively in difficult situations</li> <li>• Knowledge of where to find and access funding opportunities</li> <li>• An ability to network and develop great working relationship effectively</li> <li>• Confidence to approach businesses and other organisations to realise Healthwatch objectives</li> </ul> <p><b>Ideally, though not essential, you will also be able to demonstrate</b></p> <ul style="list-style-type: none"> <li>• An understanding of the remit of Healthwatch</li> <li>• An understanding of how health and social care services are commissioned and delivered</li> <li>• Evidence of continuing education and/or personal development</li> </ul> <p><b>You will also need to demonstrate</b></p> <ul style="list-style-type: none"> <li>• Good organisational and planning skills, the ability to prioritise in the face of competing demands, and proven success in delivering work personally (and through others) to tight deadlines</li> <li>• The ability to develop and present imaginative and enterprising funding opportunities</li> <li>• Good communication skills, both oral and written, and the ability to engage and build relationships with a range of stakeholders</li> <li>• Computer literacy enabling the effective use of the Microsoft suite of packages, especially excel</li> <li>• Energy and drive with a focus on delivery</li> <li>• Good team collaboration skills, supported by practical experience</li> <li>• Good interpersonal skills which enable you to work effectively as part of a team</li> <li>• The ability to attend meeting throughout the Cambridgeshire and Peterborough area</li> <li>• An ability and willingness to undertake work outside of normal office hours to meet the needs of the business</li> </ul> <p><b>You will need to be</b></p> <ul style="list-style-type: none"> <li>• Approachable</li> <li>• Trustworthy and confidential</li> <li>• Passionate and committed</li> <li>• Empathic, calm and patient</li> <li>• Respectful</li> <li>• Professional and reliable</li> <li>• Committed to excellence in customer service</li> <li>• Committed to equality, diversity and inclusion</li> </ul>

<p><b>Who You Will Be Reporting To And Working With</b></p>	<p><b>Join our enthusiastic and committed team</b> - You will work alongside Sandie Smith, our CEO, and will be managed by the Communities Programme Manager.</p> <p>Working within a small organisation you have to be adaptable and flexible and happy to roll your sleeves up.</p>
<p><b>How We Will Reward You</b></p>	<p><b>1. Salary</b> Full time equivalent salary £26,500 per annum. This is a one year fixed term contract, with the option to extend, dependent on its success and the reassessment of the role.</p> <p><b>2. Working Hours &amp; Location</b> Part time circa 24 hours per week. Working hours and patterns negotiable.</p> <p>The normal places of work will be the offices of Healthwatch Cambridgeshire and Peterborough at The Maple Centre, 6 Oak Drive, Huntingdon or the Peterborough office.</p> <p>During working more than 6 hours/day, the post holder will take a 30-minute unpaid lunch break.</p> <p><b>3. Annual Leave, exclusive of bank holidays</b> Our generous full time leave entitlement is 28 days per annum plus bank holidays. Three of these days are to be taken between the Christmas / New Year period.</p> <p>Leave is pro rata based on actual working hours.</p> <p><b>4. Pension</b> Healthwatch Cambridgeshire and Peterborough offer a defined contribution, Flexible Retirement Plan with TPT, formerly The Pensions Trust.</p> <p>Healthwatch pays 8% of salary from first day of employment, staff can make voluntary contributions.</p> <p>For more information visit <a href="http://www.tpt.org.uk/">http://www.tpt.org.uk/</a></p> <p><b>5. Sickness</b> Healthwatch Cambridgeshire and Peterborough operates an occupational sick pay (OSP) scheme as follows: -</p> <p>Within the first three months of employment Healthwatch Cambridgeshire and Peterborough will pay as normal for the first working week's absence, then revert to statutory sick pay (SSP)</p> <p>During the first two years of service (but after three months) one month's full net pay then 2 months' half pay, then reverting to SSP</p> <p>After two years' service, two months' full net pay and 4 months' half pay, then reverting to SSP.</p>

For further information on Healthwatch Cambridgeshire and Peterborough please visit our web sites:

<http://www.healthwatchcambridgeshire.co.uk/>

<http://www.healthwatchpeterborough.co.uk/>