

Role Description: Development Manager (West Midlands)

- Hours:** Full-time (35hr week) part time negotiable
Salary: Band 5 - £47,992 rising to £52,192
Benefits: 25 days holiday, 3 grace days, enhanced pension contribution, Employee Assistance Programme
Location: West Midlands/home based. The post holder may be expected to work outside of their region from time to time. The location of the post can be flexible depending on the candidate.

Responsible to:

This role reports to the Head of Services (North and Central)

Responsible for:

This role may be responsible for line management of at least one staff member. In addition, this post may be responsible for temporary staff or external contractors, as determined by operational and business requirements.

Purpose:

The main purpose of this role is to strengthen Locality's influence, delivery and impact locally, regionally and across England, and in particular:

- Engaging with members across the region and developing relevant services
- Contributing to business development and meeting agreed income targets
- Helping to lead, develop and deliver a service delivery/consultancy team
- Influencing and shaping the operating environment – leading on key activities
- Taking on one or more team leadership roles in respect of the above

Main duties and responsibilities

1. Business development and income generation:
 - To develop a strong pipeline of consultancy and trading opportunities within the region, developing and responding to market opportunities that meet the aims of Locality
 - To promote and sell Locality's business offer and achieving income targets commensurate with the role of Development Manager
 - To develop external relationships including partnerships and alliances for these purposes and leading on key relationships
 - To respond to and lead on tenders for contracts and funding bids to build earned income for the organisation to agreed targets

2. Service delivery:

- To contribute to and lead on the delivery of services, building, developing and managing teams of staff and associates as appropriate
- For the services and programmes for which the post holder is responsible, ensure that:
 - contractual requirements are met alongside Locality's wider aims
 - responsive and high-quality services are provided to service users and stakeholders
 - reputational, financial, and other risk is identified and managed, through the risk management process.
- To contribute to service delivery of Locality's wider programmes and services

3. Member services:

- To work closely with colleagues in the member engagement team to build Locality's membership and ensure members are actively engaged in the region
- To develop the member offer on both a paid and unpaid basis, ensuring members' needs drive the development of services
- To work collaboratively to use members' experience, skills and knowledge effectively through delivery, intelligence gathering and evidence collection

4. General staff responsibilities:

- To mainstream equality and diversity considerations into all areas of service delivery
- To work in harmony with the organisation's strategic aims and values; working with a combination of ambition, being respectful to others and fearless in approach
- To work closely with the Communications team to ensure activity is within our brand guidelines and communications strategy
- To promote and ensure compliance with the organisation's policies
- To attend and undertake regular supervisions and annual performance appraisals
- To manage and undertake training / professional development as necessary
- To promote the use of technology and be self-servicing
- To work in the most resource efficient and effective manner
- To act as an ambassador for the organisation

5. Any other duties as may be required by the Chief Executive.

Person specification

Applicants must be able to demonstrate the following attributes, skills and experience:

Essential Experience

- Proven experience in designing and delivering consultancy services or similar strategic support programs.
- Demonstrable experience in successfully winning contracts, securing funding bids, and developing income-generating opportunities.
- A strong track record of successful business development, innovation, strategic management, and effective delivery of projects and services
- Experience of building effective delivery partnerships
- Experience in overseeing and ensuring the provision of high-quality support to community organisations, including managing teams to meet performance targets.

Essential Skills

- In-depth understanding of community enterprise, community asset development, community contracting, localism and related fields in order to develop and deliver a credible and respected consultancy service
- Ability to work with members, assess needs and develop appropriate services
- Excellent communication skills (written and verbal).

Qualities

- The ability to inspire and motivate people
- A commitment to achieving social change
- Ability to self-start and self-motivate.

Core Competencies

- Flexible and able to respond to change
- Solutions focused with a can-do attitude
- Ambitious, respectful and fearless
- Good communicator
- Effective team worker
- Proficient in the use of modern business technologies.

The following are desirable

- Demonstrable experience in developing, controlling and reviewing budgets
- Experience of managing teams and complex projects
- Good team development skills with the ability to deploy staffing resources effectively and profitably