



Business Development Coordinator

Job Description & Personal Specification

April 2019

We are an award-winning
social enterprise that helps
people and places to thrive.



Renaishi Job Description: Business Development Coordinator

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About Renaishi

Renaishi is a long-standing and award-winning social enterprise with a simple goal: **to spark change in place**. We believe that the best way to do this is to ask a question: **what does it take to improve a place?**

What makes us unique is the fact that we combine two things in one business:

- we deliver employment support, advice, connection and engagement services to individuals, and
- we help social organisations, charities and institutions to deliver greater impact through our consultancy services.

We then generate new insights and learning from across our work with a range of people and organisations to think differently about **how to support places well**. As part of our twentieth anniversary, we have pulled together twenty essays from across the social sector on the question of [what it takes to improve a place](#).

Find out more about us on [our website](#).

We're currently growing our business and are looking for somebody to complement our busy and dynamic team. This is a new role that will be primarily focussed on supporting the progress of our newly-formed **business development function** but will have the opportunity to get involved with projects across different parts of the organisation (especially our consultancy team). We will offer you varied experience and a great opportunity to gain a valuable skill-set as well as build your knowledge of the non-profit sector, before choosing where you want to specialise in future.

About you

Most of all we are looking for someone who will be a great fit for our team. You will need to be:

- A "people-person" who shares our values
- Organised, methodical, self-motivated and able to juggle several projects at once
- Able to work confidently and collaboratively with a range of colleagues
- Inquisitive and curious about business problems and processes
- Resilient, willing to get stuck in and able to turn your hand to a range of work



Ideally, you will also have some relevant skills and experience, including some of the following:

- Knowledge of the challenges facing the non-profit sector
- Experience of stakeholder management and/or CRM systems would be useful, but not essential
- Experience of market and competitor research
- Strong MS Office skills

We are looking for people who want to make a difference to communities and places. We're passionate about that and you'll need to be too!

The role

The role will coordinate and monitor business development across Renaissi, tracking progress, communicating updates, maintaining records and attending group meetings. It will develop, manage and maintain systems to help busy people do their best work.

The role will involve liaising with staff from all teams across the business, including working with the Chief Executive and other senior staff. Whoever fills it may also have the opportunity to be involved in growing specific new areas of work or be involved in the work of the consultancy team.

The work of the role will be on a variety of projects and tasks, mostly supporting business development activity but with the opportunity to gain some experience across different teams in our organisation.

To start with, this role is a fixed term contract for 12 months.

Details

Start date May 2019 or as soon as possible afterwards. Our work week is 35 hours. 25 days leave plus statutory holidays.



Job Profile

Job Title	Business Development Coordinator
Accountable to	Senior Project Manager or Project Manager
Management of	N/A
Location	Unit 3, 290 Mare Street, London, E8 1HE (May be required to work from other Renaishi offices)
Main Function of this Post	To coordinate business development activities and process across the organisation.
Main Skills	See the attached job description and person specification
Salary	£19,500-£22,000 per annum: Salary will depend on experience and qualifications.
Hours of Work	35 hours per week, 9 am to 5 pm but flexibility is required.
Superannuation	Renaishi is a member of the NEST pension scheme. You will be automatically enrolled in this scheme, subject to eligibility.
Annual Leave	25 days, plus statutory and public holidays
Travel	Interest-free season ticket loans are available after 3 months of service. (Available to permanent members of staff only) Travel costs are paid for journeys made other than from your residence to work and back.
Terms & Conditions	12-month fixed term contract (potential to extend) A staff handbook will be issued to the successful candidate with their offer letter.



Job Description

Job Title	Business Development Coordinator
The function of the Post	
To coordinate business development activities and process across the organisation. <ol style="list-style-type: none">1. To work with and coordinate a new function to develop our processes around business development, ensuring that they are fit for purpose and efficient.2. To track and manage our existing project systems for our consultancy team.3. To support wider thinking and activity about new products as they develop.	
Duties & Responsibilities	
The is new and so some elements are likely to evolve, however, we envisage the following to be core: <u>Coordinating business development</u> <ul style="list-style-type: none">• Coordinate the business development process with our Head of Learning and the Chief Executive• Ensure that the processes that have been established are used and followed• Work across the organisation to track ideas and contacts• Develop the most appropriate approaches for maintaining our contacts and relationships across the whole organisation <u>Manage the business pipeline of the consultancy team</u> <ul style="list-style-type: none">• Support our busy consultancy team to track business opportunities• Check our tender portals to locate new work• Communicate opportunities clearly across the team• Coordinate responses and support the preparation of responses• Track progress and link this to our wider relationships and business development work• Improve efficiency across the team around our processes and work• Work as part of a team on projects/programmes within the Company or on behalf of clients <u>Supporting new product development</u> <ul style="list-style-type: none">• Provide research and development support to team members as new ideas develop• Support the preparation of business plans for new projects/ products• Undertake research to test the viability of new ideas <u>Company</u> <ul style="list-style-type: none">• Establish and maintain effective working relationships with colleagues at all levels, inside and outside the organisation.• Promote the image of the Company, which may include helping to organise conferences, training, exhibitions and other events and preparing publicity material.• Respect client confidentiality	



- Attend company meetings as necessary and be prepared to attend evening and weekend meetings and events as required.
- Promote equal opportunities and diversity.
- Carry out all duties in accordance with Renaissi’s Equal Opportunities Policy.

Notes

- 1. In addition to the above, you may be required to carry out any other duties required to fulfil Renaissi’s contractual responsibilities to clients.**
- 2. This list is not to be regarded as exclusive or exhaustive and the nature of work at Renaissi may require changes to this job description. Any additions or alterations will be put in writing by the Chief Executive and you will have the opportunity for discussion.**



Personal Specification

Job Title	Project Officer
Job Requirements	(E)= Essential (D)= Desirable
1. Equalities <ul style="list-style-type: none"> Proven and demonstrable commitment to the principles and practice of equal opportunities. Identify with the Values and Mission of Renaissi 	E E
2. Experience <ul style="list-style-type: none"> Some experience in business operations or systems with a track record of achievements Experience of business development processes Working with/ developing a CRM 	D D D
3. Knowledge <ul style="list-style-type: none"> Business operations Business development processes The challenges and context of the UK charity/ social sector 	E E D
4. Aptitudes <ul style="list-style-type: none"> Ability to complete tasks to tight deadlines in a pressurised environment Ability to establish positive working relationships with other staff members and clients Ability to promote the Company's Equal Opportunities Policies 	E E E
5. Skills <ul style="list-style-type: none"> High-quality analytical skills Excellent IT skills, including MS products Good interpersonal skills Clear and consistent communication skills Coordination and organisational skills Able to prioritise and plan work Excellent team working skills 	E E E E E E E
5. Qualifications <ul style="list-style-type: none"> Maths and English at GCSE FE level qualification in business management or equivalent, or higher Professional Qualifications (either professional or by experience) in: <ul style="list-style-type: none"> Business Planning Project Management 	E D D