

Job Description

Business Development and Partnership Manager

Date Updated:	5 May 2023	Version:	1.1
Working Location:	Remote working. Somerset and Dorset + Cornwall, Devon, Plymouth and Torbay.		
Reports to:	Operations Manager		
Appraised by:	Operations Manager		

Document History

Version	Date	Author	Change
1.0	15.02.2023	Ian Exworthy	Created
1.1	05.05.2023	Ian Exworthy	Additional responsibilities

Summary

- Work with Operations Managers, the Senior Leadership Team (SLT) and external stakeholders to develop relationships leading to both Teckal and Non Teckal opportunities.
- Leading or assisting evidence based proposals & bids with support from CSW Operational and Functional staff and external stakeholders
- Create pipeline and secure additional income for CSW
- Particular focus on developing opportunities with Somerset and Dorset LA's

Responsibilities

1. Develop and maintain relationships with current and future commissioning organisations including local authorities, central government and other potential funders
2. Research and derive partnerships in support of opportunity identification, business case creation and bid development
3. Create business cases to inform bid go/no go decision making process
4. Lead on the development of bids and provide the continuity throughout the process in order to support the Senior Leadership Team through to operational implementation
5. Provide the coordination between operational and functional support teams in the development of service solutions
6. Represent CSW at events, including the delivery of presentations, related to tender and wider opportunities
7. Maintain CRM and other business development systems
8. Undertake CPD relevant to role & development.
9. Contribute to the writing of the business plan and strategy for execution regarding future business

Meeting and Metrics

- New opportunities and income created in accordance with CSW Strategy and Business Plan

Reports

- Lead projects, teams and individuals as required but no actual direct reports

Skills and Experience

Essential:

- Experience of working on developmental activities with senior stakeholder staff
- The ability to form & foster relationships, communicate clearly & confidently, working effectively with colleagues, partners and other stakeholders
- Good relationships with and knowledge of priorities of LA's within the region especially Somerset and Dorset
- Demonstrate commitment to and experience of collaborative working
- Strong project management skills, with the ability to manage multiple projects at any one time
- Competent writing, research and ICT skills to include Gantt charts, Microsoft Word, Excel, presentation software and databases
- The ability to be proactive with a 'hands-on can do' attitude, to use your own initiative as well as being able to work as part of a team
- Personal confidence and resilience
- Commercial and Emotional Awareness.

Desirable

- Experience of Operational / Contract Management
- Good understanding of relevant provision and associated organisations on the patch especially Somerset and Dorset