**THE ADVOCACY PROJECT Job Description**

**Business Development Lead**

**Salary:**  £30,001 - £31,645

**Hours:** 21 per week

**Conditions:** Based on the Terms & Conditions of Employment

of the Advocacy Project.

**Accountability:** Business Director

**Purpose of Post:**

To provide line management to the Business Support Team and service development within the organisation.

**Duties and Responsibilities**

**Leadership and Management of Business Support**

* Be responsible for the management and delivery of an efficient business support service for the organisation.
* Line manage the administrative members of the Business Support team.
* Act as Health and Safety administrator
* Ensure the office is run in an efficient and effective manner.

**Internal Engagement & Involvement**

* Review, develop, and manage a feedback system that meets the quality assurance requirements of the organisation
* Responsible for the delivery of the engagement & involvement elements of each contract.
* With colleagues review quality assurance systems on annual basis.

**External Engagement & Involvement work via income generation.**

* Line manage the Engagement & Involvement Co-ordinator and any other members of the Engagement and involvement service
* Support the Business Director in exploring new areas of engagement work and sources of funding
* Liaise with external stakeholders and funders as required
* Develop, contribute to and take responsibility for an Engagement & Involvement workplan.

**External Learning**

* Support the Business Director in expanding Learning and Development externally, scoping opportunities within the sector and beyond.
* Line manage the work of the Learning & Development Co-ordinator
* Along with the BD & L&D Co-ordinator develop, contribute to and take responsibility for an external Learning & Development workplan.
* Liaise with organisations and stakeholders accessing external learning support.
* Liaise with the senior management team in the development of this work and the demands on staffing.