**THE ADVOCACY PROJECT Job Description**

**Business Director**

**Salary:**  £36,227 - £38,016

**Hours:** 35 per week

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

of the Advocacy Project.

**Accountability:** Chief Executive Officer

**Purpose of Post:**

To oversee the effective and efficient management of the business in order to achieve the strategic aims of the organisation. The post holder will do this by leading and managing a staff team and infrastructure that supports operational functions while enabling opportunities for growth and development through areas of income generation.

This job description is indicative of the type and level of work involved in this post, it is not exhaustive. The post holder will be required to take on additional tasks as and when required.

**Duties and Responsibilities**

**Leadership and Accountability**

* Responsible for organisational Health and Safety.
* Contribute to developing, reviewing and implementing the organisational business plan.
* Devise and implement a marketing strategy that complements the business plan.
* Support and contribute to the effective governance of the organisation in line with regulatory requirements.
* Provide strategic leadership and direction to staff members, ensuring that strategic goals and values are effectively communicated.
* Review and develop organisational policies and procedures in line with the strategic direction of the organisation
* Deputise for the Chief Executive Officer as and when required

**Financial Management**

* Overall responsibility for organisational financial management
* Responsibility for managing internal financial systems in line with audit requirements
* Ensure all service procurement and purchasing is in line with financial procedures and is cost effective
* Responsible for all budget preparation and financial forecasting
* Responsible for the financial collection systems to ensure efficient payment methods
* Responsible for the production and presentation of management accounts to board and commissioning bodies

**Business Management**

* Review and develop an efficient organisational infrastructure that supports all areas of the business, including office administration, IT maintenance, equipment repair and renewal
* Responsible for the effective operation of human resources and procedure
* Ensure property and services management is effective and cost efficient
* Review and develop internal procedures that support business needs
* Ensure all technical supplies and services comply with business requirements and data protection regulation
* Promote the organisation through positive relationships and networks across all sectors
* Support the development of effective quality assurance systems within the organisation and oversee internal audits when required

**Business Development**

* Develop and review services in line with the overall strategic aims of the organisation
* Devise, develop and review an organisational marketing strategy with an associated action plan for implementation
* Consider and pursue development opportunities for the Engagement & Involvement services across all sectors
* Source & apply for appropriate funding resources that may further develop our engagement and involvement work
* Explore and deliver on external business opportunities in respect of learning and development and advocacy qualification
* Responsible for the strategic management of organisational policies and procedures
* Represent the organisation, its board and Chief Executive
* Participate in partnership where appropriate and required across the advocacy and other sectors as necessary