



**GREATER  
MANCHESTER  
YOUTH  
NETWORK**

**#YoungPeopleCan**

## **Business Development Manager**

Full Time – 35 hours per week- £35,229

Over the past three years, GMYN has undertaken a full rebrand and redesigned our programmes and services. We have expanded our delivery and refocused on measuring the impact and the real difference our programmes make for young people. We have diversified our income streams and identified new income generation opportunities.

Our current Business Development Manager is part of the Senior Management Team and has been instrumental in these developments. He is now moving on to take up a more senior role for a national organisation.

This has created an exciting opportunity for the charity as we now need to look for an experienced and entrepreneurial manager to take on the BDM role. You would be joining GMYN at a hugely exciting time and would play a leading role in organisational growth and help continue to develop GMYN on its onward journey to ensure **#YoungPeopleCan**

This is a great role for someone eager to make a big difference to an amazing youth charity, using the new resources we have created but also bringing your own skills, experience and passion to make your own mark.



## Staff Role

The primary duties for the Business Development Manager are to support the development of new business opportunities and income generation for the organisation. Working closely with the Chief Executive as one of the Senior Management Team as well as working alongside the Trustee Board.

You will support the evaluation and impact measurement of existing programmes and services so that you can channel any learning into future programme/service design and income generation activity.

## Key areas of responsibilities

### Income Generation

- Develop high quality applications, tenders and proposals to generate income for programme delivery and organisational development.
- Promote and secure funding for GMYN's existing traded services (training, consultancy, consultation) and develop new ones to open up new income generation opportunities.
- Line manage the organisation's Senior Fundraiser and work with the Chief Executive to provide strategic overview and direction for all charitable fundraising activities.

### Organisation & Programmes Development

- Support internal impact measurement systems to maintain high quality service delivery and strengthening the evidence-base for the impact of our work.
- Use the evidence-base generated through impact measurement to inform the design and development of new partnerships/programmes, working closely with operational staff, members, partners and participants in doing so.
- Work with the Programmes Manager to adapt GMYN's internal structures and operating models so that they are fit to manage different contracts/sources of income.
- To update and manage the organisational Risk Register in partnership with the Chief Executive.
- Provide strategic overview for GMYN's external messages and communications including line management of the organisation's Communications Coordinator post.

### Partnership Development

- Develop and maintain relationships with new and existing stakeholders including funders, delivery partners, businesses, GMYN members and participants with a view to developing partnerships, programmes or initiatives.
- Identify new opportunities across GM to identify new partnerships and collaborations based on consultation and research (e.g. housing, health, schools, commissioners, colleges, local authorities and local businesses).
- Identifying partners and resources that can enhance GMYN programmes for the most vulnerable and disadvantaged young people across GM.

### Other Responsibilities

- To attend board meetings and provide regular updates on all GMYN Business Development activities.
- Ensure appropriate administrative support is provided for the organisation by line management of the Business Administrator.
- To form a key part of the GMYN strategic management team, supporting the day to day running of the organisation.
- To deputise for the Chief Executive as required ensuring continued organisational and service delivery.
- To carry out any other reasonable duties and responsibilities that contribute to the organisations overall aims and objectives.

## Working hours/location

This position is a 35 hour a week full time post primarily based at GMYN's office in central Manchester with travel across Greater Manchester.

The hours of work are those necessary to fulfil the requirements of the role. This will involve occasional working unsocial hours in evenings and at weekends as well as during the day.

## Person Specification

You will be experienced in working in a development/income generation role with evidence of successful results. Experience of business development and income generation in the charitable youth sector is desirable, however, we are open to applications from candidates with experience in the wider charitable sector.

The role requires you to be an excellent communicator, presenter, and team worker, equally capable of working independently with a high level of self-motivation and drive.

You will also be creative, highly organised and resilient, able to juggle multiple organisational priorities and ensure high quality delivery of programmes.



## Essential Criteria

- High level of education, preferably to degree standard, or equivalent work experience.
- Experience of independent grant application writing with excellent writing standards with the utmost attention to detail.
- Knowledge of the structures of the voluntary/statutory and private sectors with regards to supporting the funding and delivery of youth programmes.
- Ability to identify and create business opportunities with proven experience of business development from inception to implementation.
- Confident management of multiple and diverse stakeholders' relationships, including with funders and/or sponsors.
- Experience of project management tools and techniques and of, monitoring and evaluation systems.
- Experience of line management of various roles with proven experience of developing, motivating and supporting staff in key roles.
- Experience of managing and implementing communication strategies ensuring organisations key messages are promoted appropriately.
- Ability to develop and secure income for and develop new delivery programmes delegating working responsibilities and schedules to meet funders/commissioners' requirements.
- The ability to make, manage and develop relationships at senior levels across organisations.
- An ability to effectively communicate about the organisation and promote our work to a range of stakeholders in the business, voluntary, private and public sectors.



### Equal Opportunities:

The worker will be expected to work within the principles of equal opportunities and to implement all aspects of GMYN's Equality and Diversity policy. The post will be subject to an enhanced DBS check.

### Further information:

To apply, please send a CV and also a covering letter (no more than 2 pages A4) that shows relevant skills and experience that matches the specification below to [jobs@gmyn.co.uk](mailto:jobs@gmyn.co.uk)

- Closing date for applications: Monday 15th April – noon.
- Please note: any applications sent after this time will not be accepted.
- Interviews will take place on Wednesday 24th April.

For further application information please visit [www.gmyn.co.uk](http://www.gmyn.co.uk), email [jobs@gmyn.co.uk](mailto:jobs@gmyn.co.uk), or contact GMYN on 0161 234 2950.

