



## Job Description:

<b>Job Title:</b>	Business Development Manager
<b>Salary:</b>	£40,000 per annum
<b>Hours of Work:</b>	35 hours per week worked flexibly
<b>Annual Leave:</b>	28 days including public holidays
<b>Place of Work:</b>	Hybrid/ The Usual Place Café, Academy Street Dumfries, DG1 1BZ
<b>Contract:</b>	This is a funded post for a fixed term for a period of 3 years initially
<b>Reports To:</b>	Chief Executive Officer

### The Opportunity

Are you a strategic thinker who can balance commercial results with social impact?

We are looking for an experienced and motivated professional to join **ICET** and play a defining role in our future.

This is an exciting opportunity for a candidate who is passionate about driving positive change and navigating the unique, rewarding challenges of the charity sector. An opportunity to make a real difference for the young people of Dumfries and Galloway who have additional support needs.

### Who Are We?

Inspired Community Enterprise Trust LTD (ICET) was set up in November 2011 following the first Youth Matters Conference with the aim of responding to the voice of young disabled people who shared their concerns and fears about the lack of employment, Further Education and community-based opportunities available to young people with additional support needs.

Young people wanted us to develop employment and training opportunities and enable their wider community relationships and citizenship opportunities. We took this challenge on board and set up what has become a long-standing sustainable organisation focused wholly on the needs of young people with additional support needs.

## Your Mission

As our Business Development Manager, your primary focus under the stewardship of the CEO, is to ensure ICET remains financially sustainable and impactful. You will:

- **Work in collaboration** with a small senior team
- **Drive Sustainability:** Develop and ensure delivery of diverse projects that generate vital income and support our long-term mission.
- **Manage Projects:** Oversee the full lifecycle of income-generating initiatives—from initial planning and coordination to final execution.
- **Deliver Excellence:** Ensure every project is completed on time, within budget, and to the **highest possible quality standards.**
- **Ensure Financial Health:** Champion our long-term objective of achieving total financial sustainability while operating strictly within agreed budgets.

## Who You Are

- **Experienced:** You bring a proven track record in project management and income generation.
- **Accountable:** You are comfortable, reporting directly to the CEO and providing clear accountability to our Board of Trustees.
- **A Strategic Doer:** You can pivot from high-level planning to ensuring the projects are delivered by the operations team.
- **Values-Led:** You understand that our "profit" is the positive change we create for the young people and you align strongly with our values.

## Key Responsibilities

### Business Development:

- **Strategic Opportunities:** Identify and evaluate opportunities for income generation, including new partnerships, programmes, and business ventures.
- **Networking:** Build and maintain a network of corporate, community, and industry contacts to maximise growth potential.
- **Operational Efficiency:** Review and refine business practices to ensure they are efficient, cost-effective, and aligned with our goals.
- **Leadership:** Inspire and guide staff to understand and deliver on business priorities and targets, ensuring a culture of innovation and collaboration.
- **Procurement:** Lead on the procurement of new income generating opportunities.

### Marketing and Visibility:

- **Brand Leadership:** support the understanding of our brand values, ensuring consistent communication of key messages across all platforms to support income generation.

## What do we need from you?

We're seeking an enthusiastic and driven individual who shares our passion for improving lives for young people with additional support needs to enable them to gain employment. The ideal candidate will bring a blend of strategic insight, financial acumen, and creative thinking to the role, as well as:

- **Core Values:** A caring and compassionate approach to work, aligned with our organisational values.
- **Experience:** Proven success in income generation, and business development.
- **Financial Literacy:** Strong understanding of budgets, forecasting, and financial management.
- **Strategic Thinking:** The ability to identify opportunities, foresee challenges, and develop effective solutions.
- **Leadership Skills:** Experience in being a leader within a team.
- **Communication Skills:** Exceptional interpersonal skills, capable of building authentic and lasting relationships.
- **Organisation:** Highly organised and adaptable to changing funding landscapes and target markets.
- **Autonomy:** Self-motivated and capable of independently driving projects to completion.
- **Integrity:** A professional and ethical approach to all aspects of the role.
- **Policy:** An understanding of governmental policies and challenges for young people with additional support needs

## What We Offer

Joining Inspired Community Enterprise Trust means becoming part of an organisation which strong social values, driving positive change for young people.

- **Vibrant Workplace:** A fun and engaging environment where creativity and innovation are encouraged.
- **Professional Development:** Opportunities to grow your knowledge and skills within and outwith the organisation.
- **Meaningful Impact:** The chance to contribute to making a difference in Dumfries and Galloway and beyond.
- **Visionary Leadership:** Be part of an organisation with ambitious plans for the future, including diversification of income streams.

This post is funded for a period of three years initially with a view to permanence subject to the success of income generation targets. The post holder is able to work remotely but would be required to attend our offices in Dumfries on a weekly basis.