



Business Development Manager
Permanent Post
35 hours per week
Salary: £31,354 - £38,995 per annum
Location: Dependent on successful candidate

About the Job

The role has arisen because we are working within a continually challenging economic environment, where reliance on public funding alone is unsustainable. Our aim is to empower people to develop their skills and knowledge to realise their full potential and in order to do this we need to be less reliant on public funding and increase our income. The post holder will enjoy relative autonomy, the opportunity to shape and develop the role and the opportunity to focus on all aspects of fundraising and income generation for the organisation. The post holder will identify entrepreneurial and business opportunities, develop and promote a diverse range of fundraising activities and projects to support a fundraising strategy and income generation. The post holder will also develop relationships with new and existing corporate donors to secure long term and increased funding across a wide range of target markets.

About the post holder

The post holder will have experience of preparing funding applications, writing proposals and experience of social media and digital marketing. You will have knowledge of fundraising from trusts and foundations and have the ability to evaluate business and fundraising options. The post holder will have excellent diplomacy, organisational and project management skills. A Diploma or equivalent in Business Management or Fundraising or similar field is essential. Experience of working with voluntary or charitable groups would be an advantage.

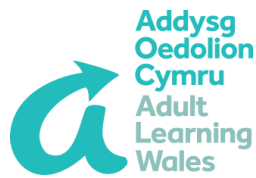
About Addysg Oedolion Cymru | Adult Learning Wales

Addysg Oedolion Cymru | Adult Learning Wales is a charity registered in England and Wales and a company limited by guarantee registered in England and Wales. Since its establishment in 2015, Addysg Oedolion Cymru | Adult Learning Wales has firmly established itself as the National Community College, serving the adult population of Wales with inspirational, life changing opportunities. We are a democratic, independent and voluntary movement, committed to widening participation, promoting active citizenship and skills development and providing the best quality learning, through a collaborative approach, working across the whole of Wales. Drawing on our strong partnerships, our vision sees us at the forefront for growth in lifelong learning, prioritising opportunities for those learners who are hardest to reach and empowering and upskilling people and delivering equal access to Welsh medium provision.

Our vision is to increase the social, economic and personal impact of adult community learning in Wales and our mission is to create inspiring learning opportunities for adults in communities and workplaces throughout Wales. We aim to empower people to develop skills and knowledge to realise their full potential.

About our benefits

- Generous holiday allowance of 30 days per year
- Generous Bank holiday and additional discretionary holidays
- 35 hour working week
- Career average pension scheme – LGPS & TPS



How to apply

Please note a CV is not acceptable, please apply using the application pack below and return your application to

Recruitment@adultlearning.wales

The closing date for this post is 12.00pm on Thursday 21st November 2019

We welcome applications in Welsh

ROLE PROFILE

Job Title: Business Development Manager

Work Base: dependant on successful candidate / to be agreed

Reporting to: Head of Curriculum and Performance

Job Purpose:

Reporting to the Head of Curriculum and Performance. The key purpose of the job is to maximise income through an outward looking, creative approach for the benefit and enhancement of the organisation, leading to its reduced reliance on Government funding. The post holder will identify entrepreneurial and business opportunities, develop and promote a diverse range of fundraising activities and projects to support a fundraising strategy and income generation.

Length of contract: Permanent

Hours of work: 35 hours per week

Pay scale: MG5 – UPS2, £31,354 - £38,995 per annum

Main duties and responsibilities

1. Research and Identify business opportunities and new growth areas and customers
2. Develop a Fundraising and Income Generation Strategy
3. Ensure fundraising strategy, targets, timelines and income generation projections are met
4. Develop public fundraising opportunities and activities.
5. Research, identify and manage small-mid donations from trusts, foundations, institutional funders, governments and statutory-making bodies, corporate and private donors.
6. Attract, build and develop relationships with new business and entrepreneurial leads and with existing corporate donors to secure long term and increased funding across a wide range of target markets.
7. Research new philanthropic foundations and likely sources of statutory funding both in the UK and abroad.

8. Maintain and update database of new business contacts and fundraising contacts.
9. To work across Addysg Oedolion Cymru | Adult Learning Wales operational teams proactively developing project ideas that contribute to the organisation's strategic aims.
10. Contribute to the regional and organisations SAR process and Quality Improvement plan
11. Carry out any other duties and responsibilities as may be reasonably required by the post
12. Comply with policies and procedures set out by the Addysg Oedolion Cymru | Adult Learning Wales and take responsibility for maintaining a safe working learning environment within the region
13. Adhere to the electronic communication policy including email and internet usage
14. Drive forward the organisation's commitment to equality and diversity, ensuring that there are appropriate equality impact assessment in place
15. Be committed to the promotion of the Welsh language and the Education for Sustainable Development and Global Citizenship (ESDGC)
16. Take an active part in applying continuous improvement across the organisation
17. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the organisations Data Protection Controller
18. Contribute to staff meetings, organisational initiatives and developments
19. Comply with all organisational policies and procedures, keeping abreast of changes and making any necessary changes to administrative systems
20. Ensure that all aspects of the organisations financial instructions and standing orders are followed
21. Ensure the safe working practices are used and appropriate and Health and Safety legislation adopted
22. Actively support and practice equality of opportunity in the workplace
23. Work in a way that is sensitive to the Welsh language and complies with the Welsh Language Measure 2011 and our duties in implementing the Welsh Language Standards
24. Be willing to travel across Wales and work flexibly according to the role if appropriate

- a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade
- b) This is a description of the job as it is presently constituted. It is the practice of Addysg Oedolion Cymru | Adult Learning Wales periodically to examine employee's role profiles and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.
- c) This description is not intended to establish a total definition of the job but an outline of the duties.

PERSONAL SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND QUALIFICATIONS	Diploma in Business Management or Fundraising or relevant field	Relevant degree Prince 2 qualification
EXPERIENCE	<p>Previous experience in preparing multiple funding application forms and writing detailed and compelling proposals / bids.</p> <p>Experience of Some experience of social media and digital marketing.</p>	<p>Experience of successful bid applications, fundraising or business set up</p> <p>Experience of working with voluntary groups or charitable organisation or in the education sector</p> <p>Previous experience of working in a business role</p>
SKILLS, KNOWLEDGE, ATTITUDE	<p>Good knowledge of the principles of fundraising from trusts and foundations and experience in soliciting funds from these sources.</p> <p>Ability to construct and interpret financial information and budgets</p> <p>Ability to research and evaluate business and fundraising options</p> <p>Ability to work within timeframes and deadlines</p> <p>Exceptional organisational and project management skills with the ability to prioritise and deal with a variety of tasks.</p>	<p>Intermediate level 3 Welsh Skills:</p> <p>Can understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings.</p> <p>Can usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins.</p> <p>Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical; hold a conversation with an individual when exchanging</p>

	<p>Excellent interpersonal and communication skills both written and oral.</p> <p>Excellent ICT skills</p> <p>Ability to work as part of a team</p> <p>Commitment to Equal Opportunities</p> <p>Prepared to undertake training to enhance skills</p>	<p>relatively straightforward information; contribute to a meeting, but need to revert to English for specialist terms.</p> <p>Can understand most email messages or letters concerning day to day work; guess the meaning of a word based on context if the subject is familiar; read a simple, straightforward article in a newspaper or magazine types of written material.</p> <p>Can write a letter or e-mail on most topics to ask for things, provide an explanation; describe an experience or situation; invite people or organise an event; write relatively accurately on most familiar topics.</p>
WORKING PATTERN	Willing to work flexibly, including some weekend and evening work	
OTHER REQUIREMENTS	<p>Has current driving licence and access to own transport</p> <p>Willing to travel as the post requires</p>	

APPLICATION FORM

Vacancy Applied for: Business Development Manager

Application reference number (for office use only)

Our Employment Privacy Notice is available on the 'Jobs' page of the Addysg Oedolion Cymru | Adult Learning Wales website at: <https://www.adultlearning.wales/en/about/jobs>. Unsuccessful applications will be retained for six months.

Please ensure that **all** sections of this form are completed.

Personal Statement

Please outline your suitability for the post, referring closely to the person specification when writing your personal statement.

Please Continue on a separate sheet if necessary.



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Membership of Professional Bodies

Name of Body	Grade of Membership	Admission Date
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Training and Personal Development

Please indicate any training and personal development activities you have undertaken which you feel are relevant to your application

Training/CPD undertaken
Date

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EMPLOYMENT HISTORY				
Please give details of employment to date including voluntary work in chronological order starting with your current or most recent employment.				
Please continue on a separate sheet if necessary				
Dates		Employer	Brief outline of Duties and Responsibilities	Reason for leaving
From:	To:			

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QUALIFICATIONS

Please indicate relevant academic and teaching qualifications.

Academic Qualifications		Date Achieved
Teaching Qualifications		Date Achieved

Basic Skills/ESOL qualification (please specify)

Welsh Speaker	Yes/No	
Welsh Writer	Yes/No	
Some Welsh	Yes/No	
Other Languages		
Please state your preference of language for future communication	English	Welsh
Please indicate your preferred method of communication should your application be successful	Email	letter

Are you able to provide evidence of your eligibility to work in the UK?	Yes/No (for more information please contact HR Department)
Do you have a full driving license?	Yes/No
Do you have access to a vehicle	Yes/No

Please indicate where you heard of this vacancy specifying the website/publication

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CLOSE PERSONAL RELATIONSHIPS

Close personal relationships are defined as follows: romantic/sexual relationships; family relationships; business/financial/commercial relationships; and close friendships.

These include:

- Spouse/partner
- Dating couples
- Parents/in laws/Step parents
- Children/Step children
- Siblings
- Grandparents and grandchildren
- Aunts, uncles and cousins
- Close friends

Do you have a close personal relationship with an existing member/s of Addysg Oedolion Cymru Adult Learning Wales staff?	Yes/No
If yes, please describe the nature of this relationship:	

REFERENCES

Please provide in full, the name, address (including post code) and telephone number of two references, one of which should be your most recent employer where possible.

References will be requested for all **successful** applicants.

Please sign below to give your consent to your referees being contacted should your application be successful.

REFEREE 1.

Organisation name:

Organisation address:

Name of Referee:

Job title or Relationship:

Email address/telephone number:

REFEREE 2.

Organisation name:

Organisation address:

Name of Referee:

Job title or Relationship:

Email address/telephone number:

I give my permission for the above referees to be contacted in order for references to be obtained, should my application be successful.

Signature: _____

PLEASE NOTE – on appointment by the Adult Learning Wales you will need to provide original copies of qualification certificates and proof of your eligibility to work in the UK.

Please return to:- Recruitment@adultlearning.wales

or to J. Jones at the address below:-

Addysg Oedolion Cymru | Adult Learning Wales, Bangor
Office, Bryn Menai, Holyhead Road, Bangor, Gwynedd,

LL57 2JA
Tel: 01248 363940
Addysg Oedolion Cymru / Adult Learning Wales is an equal opportunities employer

EQUAL OPPORTUNITIES MONITORING FORM

Please note that this form will be removed from your application and will not be taken into consideration during the recruitment process.

Vacancy Applied for: Business Development Manager	Application reference number (for office use only)

SECTION I

PERSONAL DETAILS

Title:	First name:	Last name:
Address including postal code:		
Daytime Telephone Number		

Mobile Telephone Number

***Email Address:**

** Please note that your email address will be used as a primary source of communication wherever possible, so please ensure its accuracy*

EQUAL OPPORTUNITIES MONITORING

We would be grateful if you take the time to provide us with the equal opportunities information detailed below. We collect this information to monitor and evaluate distribution of diversity across the Adult Learning Wales. We also use this information to ensure that we comply with legislation.

Please indicate the categories which you feel most appropriately describe yourself.

What is your gender? Man Woman Non-binary Prefer not to say

If you prefer another term, please enter it here:

What is your date of birth?

What is your religion or belief?

No religion or belief <input type="checkbox"/>	Atheist <input type="checkbox"/>	Buddhist <input type="checkbox"/>
Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Sikh <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

If you have another religion or belief not on this list, please enter it here:

Are you married or in a civil partnership?

Married Civil Partnership Prefer not to say

Race and Nationality

White Welsh White English White Scottish White Northern Irish

White Irish White British White Gypsy or Irish Traveller

Any other white background, please enter it here:

Asian/Asian British Indian Pakistani Bangladeshi Chinese

Any other Asian background, please enter it here:

Black/African/Caribbean/Black British African Caribbean

Any other Black/African/Caribbean background, please enter it here:

Mixed/multiple ethnic groups White and Black Caribbean

White and Black African White and Asian Asian and Black Caribbean

Asian and Black African

Any other mixed background, please enter it here:

Other ethnic group Arab

Any other ethnic group, please enter here:

Prefer not to say

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual Prefer not to say

If you prefer to use your own term, please specify here:

Do you consider that you have a disability under the Equality Act 2010?

Yes No Prefer not to say

If yes, what is the nature of the disability? Please enter here:

**** Please note that this information is being sought for monitoring purposes. If you require adjustments to your job because of your disability, please talk to your line manager ****

Applicants with a disability who successfully secure an interview will be given the opportunity to discuss how we can accommodate their needs both during the recruitment process and in the event that they secure employment with the Addysg Oedolion Cymru | Adult Learning Wales.

Do you have caring responsibilities? If yes, please tick all that apply.

- None
- Primary carer of a child/children (under 18)
- Primary carer of a disabled child/children
- Primary carer of a disabled adult (18 and over)
- Primary carer of an older person
- Secondary carer (another person carries out the main caring role)
- Prefer not to say

Welsh Language Skills Levels Table

Level	Understanding	Speaking	Reading	Writing
LEVEL 0 (NO SKILLS)	<ul style="list-style-type: none"> Cannot understand everyday expressions, and very basic phrases even if the speaker is talking slowly. Cannot understand simple personal information details e.g. where someone lives, their name and who the person wishes to see. Cannot guess what is being said when someone is giving details about events, such as time and place. 	<ul style="list-style-type: none"> Cannot pronounce place names and personal names correctly. Cannot greet individuals face to face or over the phone. Cannot open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> Cannot read short sentences, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> Cannot open and close an e-mail or letter Cannot write personal names, place names, job titles. Cannot write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 1 (ENTRY)	<ul style="list-style-type: none"> Can understand everyday expressions, and very basic phrases if the speaker is talking slowly. Can understand simple personal information details e.g. where someone lives, their name and who the person wishes to see. Can guess what is being said when someone is giving details about events, such as time and place. 	<ul style="list-style-type: none"> Can pronounce place names and personal names correctly. Can greet individuals face to face or over the phone. Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> Can read short sentences, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> Can open and close an e-mail or letter Can write personal names, place names, job titles. Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2 (FOUNDATIONAL)	<ul style="list-style-type: none"> Can understand when people talk about everyday situations, e.g. personal information, work, what they have done or would do, provided they talk slowly. Can understand when people ask you or others to do something, and when they're asking about future plans, e.g. requesting a meeting. 	<ul style="list-style-type: none"> Can communicate simple information or ask common questions, e.g. to acquire information from an individual, or colleague. Can hold a short conversation with an individual when exchanging relatively straightforward information. 	<ul style="list-style-type: none"> Can read short messages and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message. 	<ul style="list-style-type: none"> Can write a short message to a colleague asking a question, thanking her/him, explaining something e.g. time and place of a meeting. Can write a short letter or e-mail to arrange an appointment.
LEVEL 3 (INTERMEDIATE)	<ul style="list-style-type: none"> Can understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings. Can usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins. 	<ul style="list-style-type: none"> Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. Can hold a conversation with an individual when exchanging relatively straightforward information. Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> Can understand most e-mail messages or letters concerning day to day work. Can guess the meaning of a word based on context if the subject is familiar. Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> Can write a letter or e-mail on most topics to ask for things, provide an explanation; describe an experience or situation; invite people or organise an event. Can write relatively accurately on most familiar topics.
LEVEL 4 (ADVANCED)	<ul style="list-style-type: none"> Can follow most conversations and discussions with individuals and colleagues even if the subject matter is unfamiliar. Can understand differences in register and dialect. 	<ul style="list-style-type: none"> Can contribute effectively to internal and external meetings in a work context. Can converse comfortably with individuals and exchange information as required. Can argue for and against a specific case Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> Can read most correspondence and scan long texts to find details. Can understand most newspaper articles and reports with the aid of a dictionary. Can understand novels and other texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> Can produce correspondence of all types, short reports, documents and literature with the support of an editor or electronic aid.
LEVEL 5 (PROFICIENCY)	<ul style="list-style-type: none"> Can easily follow all conversations and discussions between others, on all sorts of topics. Can understand all kinds of spoken Welsh, including lectures or complex discussions. 	<ul style="list-style-type: none"> Can express yourself fully and precisely, even when discussing complex issues. Can adapt your language style according to the audience, e.g. when speaking in a formal context or talking to colleagues. Can speak at length about a complex issue, presenting arguments, and leading the discussion. 	<ul style="list-style-type: none"> Can read and understand nearly all written texts with ease, with only occasional reference to a dictionary. Can read long texts, e.g. reports, articles, to find relevant details and understand nearly all types of writing, e.g. formal or informal. 	<ul style="list-style-type: none"> Can write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader. Can write in formal or informal Welsh as necessary. Can write with a high degree of accuracy on a wide range of topics.