



Job Description

Job Title:	Business Development Manager
Accountable to:	Chief Executive
Salary:	£44,290 per annum
Work Pattern:	34.5 hours per week
Location:	Flexible and hybrid working: The normal place of work is 166 Buchanan Street, Glasgow, G1 2LW, however, we encourage flexible and hybrid working to meet the needs of the post and to accommodate the post-holder.

Alcohol Focus Scotland's Vision and Mission

Alcohol Focus Scotland's (AFS) vision is a future free from the widespread health and social harm caused by alcohol. Our mission is to deliver effective and cost-effective action to reduce alcohol consumption and harm in Scotland and beyond. We make a unique contribution to preventing alcohol harm in Scotland by promoting evidence-based interventions that work for people and communities, and which reduce health inequalities.

Job purpose

To support the Chief Executive in the delivery of the strategic priorities, as defined by the Board and outlined in the strategic plan, by directing our HR, finance, income generation and operational work and contributing to the sound management and good governance of the organisation as a member of the senior management team (SMT) in support of the Chief Executive, Finance and Resources Committee, and Board.

Key responsibilities include:

- Working as part of SMT and with the Board of Trustees, developing and implementing a business development and income generation plan as part of AFS' overall organisational strategy
- Developing new relationships with major grants and trusts funders, ensuring timely applications are made and funder requirements are met.
- Identifying and pursuing new fundraising and business opportunities and relationships which align with AFS's purpose and values.
- Implementing a strategic approach to AFS' provision of learning and development, as part of an income generation plan
- Collaborating with other organisations to secure joint projects and shared sources of funding to further work on tackling alcohol harm.
- Leading AFS' HR, finance, operations and governance work
 - Overseeing the effective functioning and line management of the Finance & Facilities Officer and Business Support Manager, ensuring good governance and sound policies, financial controls and management, and compliance with all property, legal and taxation
 - Ensure submission of relevant returns to Companies House, OSCR and the Pension Regulator.
 - Oversight of annual budgets and delivery of financial performance targets, in conjunction with the SMT.

Critical Knowledge, Experience and Skills

Essential

- Knowledge and experience of the local and national funding environment and experience of developing and implementing a business plan or income generation strategy.
- Experience of developing and managing a range of relationships with external funders – whether grants and trusts, corporates and/or members of the public.
- Experience of business and operational management, either within a third sector or other organisation.
- Excellent oral and written communication skills, able to communicate complex ideas in an accessible and engaging way.
- Excellent networking, communication and leadership skills and the ability to work effectively with the SMT, staff and stakeholders.
- Experience in managing staff, with the ability to lead a team to achieve strategic outcomes and objectives.
- Experience of management within a learning and development environment.

Desirable

- Knowledge of Charities SORP and statutory accounting regulations.
- Membership of the Chartered Institute of Fundraising or similar professional body.
- Experience of policy and learning development at a local and national level.
- Awareness of human rights, equality and inclusion issues as they affect people who experience disadvantage.

Responsibilities of all Alcohol Focus Scotland staff

- Manage and prioritise workloads to ensure that deadlines are met.
- Maintain positive working relationships with all AFS staff and relevant Board members, ensuring that colleagues are kept up to date with relevant issues and developments.
- Undertake all work in line with AFS organisational values and contribute to team activity across work programmes as required.
- Undertake relevant professional development activities and training as agreed with line manager.
- Maintain confidentiality, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies, procedures and contribute, as required, to their ongoing development.
- If required, work outside normal working hours, for which time off in lieu (TOIL) will be given.
- Have regard for your own and others' health and safety.
- Demonstrate a commitment to equal opportunities and anti-discriminatory practices.