



Head of Business Development (statutory, trusts and foundations)

For an informal and confidential discussion about the role, please contact our recruitment partner:

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Application is by way of a CV and a Supporting Statement.

How to apply

Apply online at www.nfpconsulting.co.uk/islingtonfinance

Applications are being considered on a rolling basis

Closing date: Monday 15th February

Selection and timescales:

There is a two stage selection process.

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

First interviews: Week beginning 22nd February

Second interviews: Week beginning 1st March

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.



Job Description and Person Specification

Islington Mind is dedicated to promote the preservation and safeguarding of mental health. We support the recovery process of people who experience mental distress and provide for the relief and the wellbeing of their carers.

Job title:	Head of Business Development (statutory, trusts and foundations)
Salary:	£42,000 pro-rata
Contract:	0.6 FTE, 3 days per week, permanent
Hours:	22.5 per week
Location:	Unit 4 Archway Business Centre, 19-23 Wedmore Street, Islington, London, N19 4RU
Annual leave:	26 days plus statutory holidays pro-rata
Responsible to	Chief Executive
Responsible for:	NA
Budget responsibility	TBD
Key internal contacts	Service users, volunteers, colleagues, trustees
Key external contacts	Regulatory bodies, partner organisations, funding bodies, suppliers

Main purpose

To hold lead responsibility for the management and development of business development programme that generates a sustainable mix of income from a variety of sources, namely statutory, trusts and foundations through the development of compelling tenders and bids along with maintaining effective relationships with commissioners and funders.

Main areas of responsibility

Fundraising and Business Development

- Responsible for the development and the implementation of Islington Mind's Fundraising and Business Development Strategy, in line with organisational strategies, targets and KPIs and resources.
- Keeping abreast of funding streams nationally and locally that may be relevant to the work of the organisation
- Researching, monitoring, and identifying funding opportunities at a local, regional and national level with corporate and public sector funders, for the developments of existing programmes or new programmes
- Responsible for securing regular income by producing and submitting regular fundraising applications to trusts and foundation and funding (at least one application weekly)
- Negotiating contracts and Service Level Agreements, and writing and presenting bids and tenders in responses to the cycles of renewal and to new opportunities as they arise (at least 2 bids and/or tenders yearly.)
- Working with colleagues on ensuring the generation of income meets targets
- Working with colleagues to establish and maintain relationships with existing and potential funders and partners
- Working with Head Of Services to track manage and report performance against targets
- Along with other colleagues, maintaining an awareness of developments both locally and nationally that can provide new sources of funding.

Monitoring and evaluation

- Contributing to the monitoring and evaluation of the impact of the services provided by Islington Mind
- Reporting to funders in line with funding criteria, objectives and the specified outcomes conditional to the funding

Team-working

- As a member of the executive and Senior Management Team, hold collective responsibility for the delivery of Islington Mind's charitable aims and strategic business objectives.

- Along with senior managers, fostering a culture of excellence in service delivery.
- Providing cover for other senior managers and colleagues as required.
- Championing the professional integrity of Islington Mind and modelling the charity's values and behaviours.
- Fostering an open, inclusive culture within Islington Mind where all voices are heard and staff, Members and outside agencies are treated with respect.
- Keeping up to date with professional best practice and recent trends, identifying developments that impact the organisation, and sharing knowledge appropriately across teams and departments.
- Working with colleagues to achieve and organisational objectives.
- Operating in compliance with the charity's corporate policies for employment legislation in the workplace and staff, volunteer and service user wellbeing.

Other requirements

- Championing and promoting equal opportunities and diversity both in your area of work and the wider organisation.
- Maintaining awareness and ensuring compliance with organisational policies including safeguarding, confidentiality, health and safety and data protection.
- Representing the organisation externally, promoting the work of the organisation, and developing productive relationships with external stakeholders, including partners and funders.
- Taking personal responsibility for keeping up to date with issues affecting people with mental health problems, the work of the charity and maintaining professional skills and expertise
- Actively contributing to organisational cohesion, encouraging cross-team working, and a problem solving approach
- Working outside office hours.
- Being on-call rota.
- Regular travel within the Borough.
- Undertaking any other duties which are required and are commensurate with the level of the post.

Person specification

Essential knowledge and experience

- Track record in fundraising and business development to generate income from institutional donors, i.e. tendering to statutory commission bodies, funding applications to trusts, foundations and corporates.
- Experience of reporting to funders and commissioners of services.
- Knowledge of the regulatory frameworks for fundraising activity for charities in the UK.
- Ability to work with a range of funders at a national, regional, and local level

- Ability to produce compelling and evidenced funding bids aligned to the requirements of prospective funders
- Proven ability to develop and maintain relationships with key stakeholders, including funders and partners
- Reporting at senior leadership and board level.
- Competent in commonly used office software applications, including CRM database applications.
- Excellent written communication skills - sufficient to write a thorough End of Year Service Report, excellent computing and internet skills and excellent numeracy skills – sufficient to deal with financial and other management information
- Experience of working on own initiative and as a member of a closely-knit team, organising, prioritising own work and multi-tasking, be adaptable and solve problems creatively and negotiate with individuals and groups from all backgrounds.

Desirable knowledge and experience

- Understanding of regional and central government priorities in the areas of mental health policy, learning and skills development and employability
- Knowledge of Islington's main characteristics and of local service providers and resources

Skills and abilities

- Management – the ability to manage own workload and priorities.
- Empathy - a genuine interest in the work of the charity and mental health and wellbeing of the people, families and communities it serves.
- Communications – effective communication skills, both written and verbal.
- Influence – the ability to persuade others while also taking into account their views and reflecting this back in decisions and actions.
- Analysis - able to deal with a range of complex numerical data.
- Resilience – able to cope with the unexpected and to maintain a consistent approach in challenging times.
- Innovation – the ability to identify opportunities for innovation.
- Credibility – models high standards of personal and professional conduct.
- Team-working - an inclusive team player who can work across boundaries, harnessing and valuing individual differences, and achieving results through others.