



Job Description - Business Development Officer

Job Title:	Business Development Officer – Alexandra Rose Charity
Reports to:	Chief Executive Officer (CEO)
Direct Reports:	None
Location:	Brighton
Salary:	£30,000 - £34,000 (depending on experience)
Hours:	37½ hours per week full time (flexible working possible)

Job Summary

To support the growth and development of Alexandra Rose Charity and the scaling and replication of the Rose Vouchers for Fruit & Veg project. To support the efficient running of the charity working closely with the CEO, Business Administrator, Trustees, delivery partners and external consultants.

Competencies

A passionate and enthusiastic individual with the ability to coordinate and manage complex projects. We are looking for someone who can support the CEO to develop and grow the work of the charity, build its public profile and promote the project to diverse audiences. A good understanding (or interest in developing a good understanding) of the food sector with particular focus on food poverty/food access, healthy eating, and local economic development is desirable.

But most important is the drive and determination to help a small but ambitious charity grow, combined with a transferable skillset for sustainable business development. The individual must be willing to travel as we have projects across the country – including in Barnsley, Liverpool, and London. They must be comfortable working in collaboration with many partners and stakeholders and have good communication and relationship management skills. A structured approach to work and attention to detail will be essential to help support the growth of the charity over the coming years.

Key Results Areas

1. **Project Management & Coordination**
Support the delivery of the Rose Vouchers for Fruit & Veg project in its various locations. Including: managing local relationships with stakeholders and partners (including retail partners); attending local steering group meetings; and coordinating consultants to deliver training and evaluation.
2. **Promotion & Publicity**
Manage the charity's quarterly newsletter, develop social media channels, support wider communications and marketing efforts of the charity. Support the implementation of a new customer relationship management (CRM) programme and develop plans for its use connected to promotion as well as fundraising. Develop profile raising and fundraising efforts e.g. Crowdfunding.
3. **Grant Management & Reporting**
Manage the charity's grants and regular reporting to grant funders. Support the Business Administrator to implement monitoring and reporting systems that make it easier for the charity to provide specific information requested by funders.
4. **Advocacy**
Identify opportunities to promote the work of the charity through participation in conferences and forums, and submissions for awards. Represent the charity at conferences, events and meetings as required.
5. **Processes & Procedures**
Drive efficiencies in the charity's processes and procedures including the development of resources to support its franchising model. Work with our technology partners to improve processes and procedures through the introduction of new software, a database and the refinement of the Rose Vouchers for Fruit & Veg project toolkit.
6. **Other**
Further responsibilities relevant to & commensurate with the role of Business Development Officer as required by the CEO.

Person Specification – Business Development Officer

Essential	Desirable
Knowledge	
<p>Knowledge (or interest in developing knowledge) of food & health issues in particular how inequality affects access to a healthy diet</p> <p>A good understanding of social media and new technologies and the role they can play in supporting the objectives of the charity</p> <p>An understanding of the way local authorities work, especially in relation to Public Health & Early Years services</p>	<p>Knowledge of food sector nationally especially from work with other third sector organisations and campaigns</p> <p>A good understanding of fundraising and grants management in the third sector, especially in regards to events and activities such as Crowdfunding</p> <p>An understanding of food retail and markets</p> <p>Previous experience working in third sector related to food</p>
Education, Qualification & Training	
Educated to degree level or with relevant experience within the sector or with transferable skills	Degree in public health or food related field
Skills & Abilities	
<p>Good communication skills – written & oral – with the ability to communicate to diverse audiences</p> <p>Practical IT skills – MS Word, Excel, PowerPoint</p> <p>Passionate, energetic and highly motivated to make a difference</p> <p>Project coordination skills and attention to detail</p> <p>Sensitive to cost control in the context of working in the third sector</p>	<p>Experience of the use of Customer Relationship Management systems in business or charities</p> <p>Experience of project management</p>
Personal Qualities	
<p>Positive disposition</p> <p>Approachable & adaptable</p> <p>Supportive of colleagues</p> <p>Innovative & creative</p> <p>Diplomatic</p>	Proactive & self-motivated