

Job Description

Job Title:	Business Development Officer	Hours:	15
Location:	West Midlands-Hybrid	Salary:	£12 p/h
Type:	Part Time	Position:	6 months fixed term contract (with the possibility of an extension to 12 months)
Responsible to:	CEO	Responsible for:	

Our Values:

We expect everyone who works for us to be committed to Listen Uplift Vent CIC values and to share our commitment to provide quality services to our community; those we serve and those we are part of.

Job Purpose:

To support the growth, development, and sustainability of Listen Uplift Vent CIC and our vision, by developing and supporting new business as per our development strategy.

Main Duties & Responsibilities:

- Communicate with potential customers, service-users, and partners to increase awareness of all our products and services.
- Conduct digital marketing of our product and services, which will include updating our website and all our digital platforms.
- Identify opportunities to increase the website traffic and e-commerce sales.
- Create strong relationships with existing and potential partners.
- Develop strategies to increase the delivery of our services within school and educational settings.
- Create marketing lists for product promotion.
- Working effectively with the executive team to develop products and services.
- Undertake research and analysis to identify existing and new markets.
- Identify new business opportunities and prospective customers.
- General administration duties.

**Although these are your main duties, there will be an expectation to get stuck into other areas of the business as we are a small community interest company. However, this is an exciting opportunity to make a big impact in our small friendly team and on the business itself, whilst being able to develop and learn other skills.*

Person Specification

The Person specification provides a list of essential and desirable criteria which a candidate should possess to be able to perform the job. Each of the criteria listed below will be measured through one or a combination of the following: A = Application form; I = Interview; D = Documentation; R = References and T = Test.

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Date:	Jan 2023	

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> • Experience in business development or a sales role. • Strong experience in Microsoft Office packages such as Word, Excel & PowerPoint 	<ul style="list-style-type: none"> • Administration experience • Experience of working in the women's sector 	A / I A / I / T
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisation skills including an ability to work to deadlines and under pressure. • Excellent communication and interpersonal skills, including the ability to effectively manage a variety of relationships • Ability to multi-task and prioritise effectively. • Ability to collaborate and work with others 	<ul style="list-style-type: none"> • Selling and negotiation skills. • Presentation skills. 	A / I / T A / I / T A / I / T A / I
Behaviours	<ul style="list-style-type: none"> • Problem solving • Team player • Proactive in self-development 	<ul style="list-style-type: none"> • Desire to make a strong social impact. 	A / I
Qualifications & Training	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	<ul style="list-style-type: none"> • Business development/ administration or customer service 	A
Other Special Requirements	<ul style="list-style-type: none"> • Demonstrate a passion for Listen Uplift Vent CIC's cause and motivation to make a change. 	<ul style="list-style-type: none"> • Demonstrable understanding of the gendered nature of VAWG. • Access to own transport 	A / I