

Application Pack

Business Development and Delivery Manager

Salary: £28,485 to £32,486 (pro rata) depending on experience

Contract: Permanent – Minimum 15 hours per week (some flexibility will be required to work additional hours linked to role and organisational priorities)

Benefits: Flexible working, employer contribution to pension, continuous personal development, 25 day holidays plus 8 bank holidays per year

Base: VAC Office, The Resource Centre, Hall St, Halifax, HX1 5AY

Closing date: 18th June 2019 (midnight)

Start date: As soon as possible

Interviews: In-person interviews will take place in Halifax on either 2nd or 3rd July 2019

About VAC – Improving Local Lives

At Voluntary Action Calderdale (VAC) we are on a mission to create connections, solutions and opportunities that build stronger communities. We are a membership organisation that delivers a range of support and services to Voluntary and Community Sector (VCS) organisations and groups across the Boroughs of Calderdale and Kirklees.

Our vision is to improve local lives by promoting positive social change. Our work includes organisational development support, driving quality across the sector and creating opportunities for the VCS sector to grow and thrive.

Align with our Values

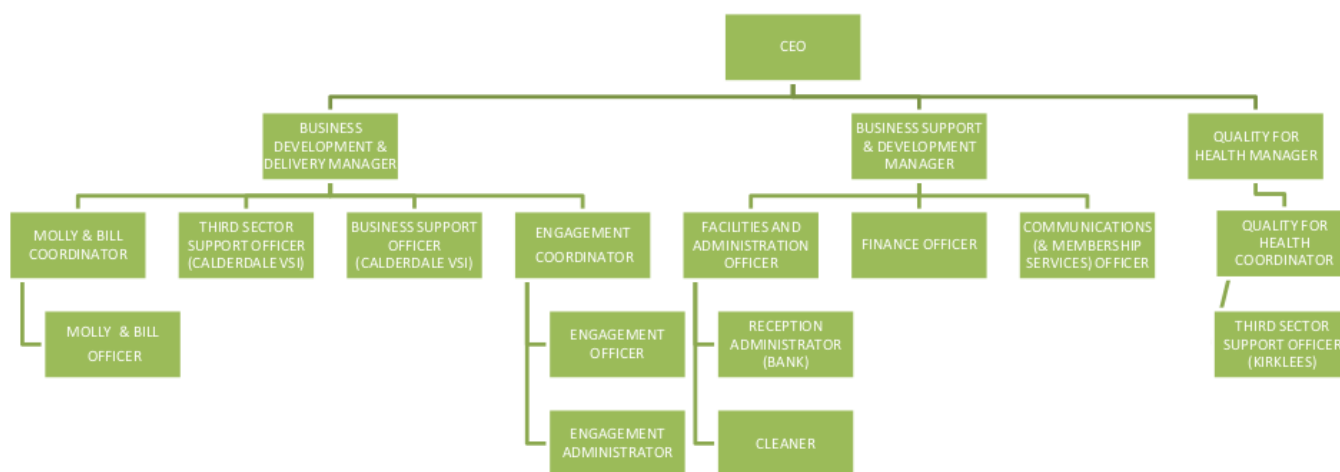
We use our core values as a guide to determine how we behave, how we make decisions and how we deliver on our roles and responsibilities.

Whilst our personal values may all be unique, we expect all VAC employees to embrace, engage and demonstrate our values whilst working with us, so we collectively build a strong unified culture to help us deliver our Mission and Vision.

VAC Values

<p>Quality</p> <p>We work to the highest standards, continuously developing our skills and knowledge</p>	<p>Connectivity</p> <p>We create lasting connections by working collaboratively towards shared goals</p>	<p>Inclusion</p> <p>We champion diversity, promote equality and create environments where everyone can flourish</p>	<p>We Value:</p> <p>Quality</p> <p>Connectivity</p> <p>Inclusion</p> <p>Integrity</p> <p>Solutions</p>
<p>Integrity</p> <p>We are transparent, honest and fair. We do what we say we will.</p>	<p>Solutions</p> <p>We take ownership and make things happen in a creative and positive way.</p>		

VAC Staff Structure



The Job Description

Key purpose of post

Reporting to the Chief Executive Officer as a member of our Senior Management Team (SMT), you will focus on all aspects of our business development and delivery across Calderdale and Kirklees.

You will be expected to develop and maintain strong and collaborative relationships with a wide range of funders, commissioners and partners to promote collaborative opportunities and develop new business in line with our vision and mission. You will also be responsible for ensuring all of our contracted delivery is meeting performance requirements through effective management of delivery teams to promote individual ownership of roles and responsibilities with a focus on continuous improvement. You will ensure that all aspects of our work demonstrate impact and quality outcomes.

You will collaborate closely with the Business Support and Development Manager to ensure that the internal frameworks and processes are continually reviewed and improved to promote efficient ways of working. You will work closely with the Quality for Health Manager to ensure all aspects of delivery and development link into and promote the Quality for Health award.

Your accountabilities

1. Work collaboratively with SMT on the development and implementation of plans for income growth and taking a lead on sourcing sustainable income generating activities through leading tender responses, funding bids and the production of proposals.
2. Responsible for funded/contracted delivery ensuring performance management tools are in place to monitor and evidence the value and impact across all of our work.
3. Responsible for recruiting and establishing strong, resilient and motivated delivery teams through effective line management and support to staff including good performance management and continuous individual development opportunities; promoting individual ownership of roles and responsibilities.
4. Work with the Finance Officer to develop annual budgets and be responsible for the management and monitoring all delivery budgets against planned income and expenditure.
5. Develop and maintain effective monitoring and evaluation systems working with internal resources ensuring all aspects of reporting to funders/commissioners are met with emphasis on demonstrating quality and clear delivery outcomes.

6. Build trusting and confident relationships internally and externally to promote the value of VAC being involved in collaborative and partnership opportunities in line with our Mission, Vision and strategic priorities.
7. Attending and presenting information and reports at a range of internal and external meetings including high level strategic meetings as required ensuring the promotion of VAC (reporting on its work and impact) and the VCS sector.
8. Work closely with SMT and delivery teams to promote a culture of sharing knowledge, identifying and leading on research and evaluation opportunities where required to remain proactive in profiling our thinking and informing development opportunities.
9. Establish and sustain collaborative relationships with VAC staff, trustees, members and wider stakeholders, cascading opportunities to promote new business and profile for the organisation.
10. To support the smooth running of VAC by contributing to management activities including internal reviews, organisational administration (annual reports, publicity) and taking an active role in team, SMT and Board level meetings.
11. Lead on bespoke developments and implementation of new initiatives and carry out any other duties as required to develop the aims of VAC.

Your strengths and characteristics

You will be working in a fast paced and challenging yet rewarding role. We're looking for someone who has:

- The ability to transform complexity into lean and practical solutions at all levels.
- Crystal clear communication skills that engage people to enable delivery priorities to be met.
- The ability to keep calm under pressure and to problem solve on your feet.
- Proactive and results orientated with excellent attention to detail and a focus on quality outcomes.
- Capacity to build strong relationships to engage internal and external stakeholders.
- Initiative and drive to identify, generate and manage new opportunities and partnerships.
- An enabling and growth mindset linked to people management and organisational development with the ability to forward plan.

- Flexibility – ability to adapt and be flexible in approach to work to enable role and organisational priorities.
- Inspiring, dynamic, energetic, enthusiastic, must enjoy working with people and be focused on promoting positive impact.
- Discretion as required and an ability to keep sensitive information confidential.

The Person Specification

Key:
 A = Application
 P = Presentation
 T = Test
 I = Interview
 C = Certificate

SKILLS, KNOWLEDGE & EXPERIENCE		
Requirement	Essential/ Desirable	Measurements
Contract implementation and management - clear and collaborative approach to implementing and management of projects/ initiatives working with staff and wider stakeholders	Essential	A,P,T,I
Opportunity identification and management - proactive approach to creating income generation opportunities and management of budgets to support organisational sustainability and growth	Essential	A,P,T,I
People management – excellent communication and influencing skills to promote positive leadership and motivation of teams (and volunteers) whilst having the ability to ensure people are clear about their focus and remain accountable/take ownership for their roles and responsibilities	Essential	A,P,T,I
Financial management - making most effective use of financial and human resource through development and/or use of robust financial and performance management processes	Essential	A,P,T,I
Communication - ability to engage and create connections with a range of internal and external stakeholders across all sectors to promote and deliver the requirements of the role	Essential	A,P,T,I

Presentation - ability to produce accurate detailed performance and monitoring reports and present to internal and external stakeholders at all levels including Directors/Board of Trustees	Essential	A,P,T,I
Complex negotiations and managing conflict - to achieve objectives or outcomes at a personal, team and/or organisational level	Essential	A,P,T,I
IT literate – ability to confidently use all current IT office software including Microsoft Excel to generate reports, presentations and develop effective business processes	Essential	A,P,T,I
Full clean driving licence, use of own vehicle with adequate insurance and ability to work flexibly and travel independently including out of office hours	Essential	A

QUALIFICATIONS		
Requirement	Essential/Desirable	Measurements
Educated to minimum Level 4 in management, undergraduate degree level or equivalent experience in management, business administration or relevant field	Essential	A,C
Diploma or Certification in areas of Project or Programme Management	Desirable	A,C

Employment Details

Special Conditions

Occasional weekend and evening working.

Ability to travel across Calderdale and Kirklees as required.

Probationary Period

The post will be subject to a 3 month probationary period.

Disclosure and Barring Service Check

This post may involve access to young people and as such it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required to submit a Disclosure and Barring Service check.

Equal Opportunities

VAC is committed to equal opportunities, anti discrimination and anti oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

Further Information

If you have any questions at this stage please contact call 01422 348777.

How to Apply

The closing date for applications is 18th June 2019 (midnight). To apply for the role, please submit your CV and a supporting statement (no longer than 3 sides of A4 Arial 12 font) describing how you meet the requirements within the Job description and Person Specification (using examples to demonstrate your skills, knowledge and experience) and email to maggie.opacic2@cvac.org.uk

If you would like to discuss the role please contact Dipika Kaushal, Chief Executive Officer on 01422 348777

Deadline for submission of applications is midnight on 18th June 2019

Interviews will take place on either 2nd or 3rd July 2019

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.