



Job Title: Business Development Leader

Job Purpose:

As a member of the Senior Leadership Team, to manage the finances and resources of BHCC prudently such that this underpins the organisation delivering and developing high quality, sustainable and effective services.

Salary: £31,376 - £34,894

Contract: Permanent

Location: Brentry and Henbury Court, Bristol

Reports to: Children's Centre Director

Hours: Full time (38.5 hours, evening and weekend work as appropriate)

Annual leave: 25 days plus public holidays

Key responsibilities of the role include:

Managing budgets, monitoring and reporting on the financial situation of the organisation.

Leading on the organisation of Human Resources support and systems.

Leading on income generation to ensure the organisation takes up all possible options to develop services cost effectively.

Working with the Director to identify Business Development opportunities.

Leading and managing the business support, catering and premises teams.

Overseeing the production, analysis and accessibility of data for use by internal and external partners

Ensuring buildings and facilities are well maintained and fit for purpose.

Duties and responsibilities include, but are not confined to the following:

1. Strategic Leadership and Vision

Working with the Senior Leadership Team to develop and implement our strategic plan.

Working with the Senior Leadership Team and Trustees to ensure an effective business strategy and operating model are in place.

Identifying areas of development and innovation and working with the Centre Director to manage change.

Communicating BHCC's vision clearly to staff, volunteers, parents and partners

Deputising for the Centre Director when appropriate including representing the Centre at key strategic meetings.

Working with the SLT to provide leadership, management and development to all staff, and to ensure high quality service to young children and their families and partner organisations.

Managing the Administration, Catering and Site maintenance staff effectively to ensure they can fulfil their roles efficiently including providing inductions, supervision, appraisals and performance management and responding to individual training and development needs.

2. Building Relationships and partnerships

Modelling BHCC's values, in both internal, and external relationships.

Identifying and maintaining strategic relationships and partnerships to further BHCC's aims.

Partnership working with colleagues, internally and externally, to research areas for development and improvement of services, growing a community of learners.

Engaging in meetings and forums within Bristol City Council that, inform the business and service development agenda.

To attend and chair meetings with parents and carers, where appropriate.

3. Budget Management and Income Generation

Working with the Trustees and Senior Leadership Team, to ensure they have current knowledge and understanding of the budget and external financial factors influencing the sector.

Develop and compile the annual budget, monthly management accounts and forecasts in collaboration with the Centre Director and the Trustees.

Monitor, evaluate and interpret financial performance as compared to budgets and latest forecasts, including providing information and updates to Centre budget holders and Trustees.

Ensure that income and expenditure are properly managed and accounted for in accordance with accounting rules and applicable regulations.

Responsible for monitoring of and ensuring compliance with all financial controls ensuring all risks are mitigated, as far as is possible.

Leading on identifying and generating income, enabling the organisation to further enhance key service provision e.g. applications for grants, capitalising on all income streams, income from building hire, all income due received.

Maintain a focus and lead on ensuring cost-effectiveness obtaining value for money on the purchase of goods and services.

Working with external auditors to ensure correct completion of annual accounts.

Oversight of the responsibilities of the Business Support Team e.g. payroll, arrears management, HR administration, accounts payable, accounts receivable.

In collaboration with the Director managing all Service Level Agreements ensuring the organisation is meeting the requirements and fully accountable.

Completion of all financial reporting to external organisations as required.

4. Communicating the BHCC message

As part of the SLT communicating with other agencies clearly about the aims of the organisation.

Ensuring that all communication and publicity is consistent with the BHCC brand and of high quality.

Oversight of communication, such as BHCC website and other social media, ensuring these reflect the services and values of the organisation.

5. Governance and General BHCC activities

Work effectively with the Centre Director and Board of Trustees to ensure they are fully informed of all financial and business matters, including reporting to and attendance at all trustees meetings.

Maintaining, analysing and reporting on data such that there is a clear understanding in the SLT and Trustees of Centre priorities, as validated by outputs and outcomes.

Being responsible for ensuring HR policies and procedures are in place and reviewed regularly, reporting on this to the Director and Trustees.

Ensuring that all policies and procedures related to HR and employment are deployed in managing staff, working with, where appropriate SLT and contracted HR provider.

Delivery of training/consultancy if required to outside agencies, as commissioned by Bristol City Council, and other organisations in order to disseminate good practice.

Leading on all Health and Safety issues working alongside managers to ensure necessary procedures and changes are implemented.

Participating in regular reviews of Centre policies.

Oversight of BHCC buildings and site issues.

Being responsible for ensuring the Requirements of Data Protection legislation are met.

6. Monitoring and Evaluation

Participating with the SLT in the planning of services, analysis of data and intelligence and ensuring Monitoring and Evaluation is an integral part of the work.

Regularly reviewing and analysing data reporting to SLT the wider staff team and the Board of Trustees.

Leading on areas of the SEF and Centre Improvement Plan that are key to the finance, business, and personnel aspects of the organisation.

To undertake additional duties and responsibilities as required, commensurate with the role.

Individual Specification.

Key attributes

- Exemplary professional standards, sound business judgement and clear decision making based on thorough analysis and attention to detail.
- Willingness to take responsibility whilst working in a collaborative and diplomatic manner with colleagues, the wider team and partners.
- Excellent communication and presentation skills both orally and in the written word.
- Strong organisational skills teamed with flexibility and a pragmatic approach to problem solving.
- Highly motivated, persistent and innovative in responding to challenges in a constantly changing financial environment.

Experience and skills

Essential

- Experience in production of monthly management accounts and annual budgets.
- Experience in managing a significant budget and use of financial management systems.
- Knowledge of relevant account rules.
- Proven experience in presenting concise clear financial reports and robust business proposals.
- Experience in managing staff including providing supervision, appraisals and performance management.
- Experience in looking at wider opportunities to develop a project or business.
- IT skills including knowledge of and familiarity with IT systems, including office systems and experience in managing IT provision for an organisation including assessing future needs.
- An ability to prioritise work, manage time and ensure targets and deadlines are met.
- Understanding of the importance of data informing service development, skills to analyse and disseminate findings.
- Evidence of a working knowledge of the Data Protection regulations and their application in the work place.
- A commitment to working in partnership with other organisations to develop and improve services and maximise efficient use of resources.
- A working knowledge of Health and Safety legislation.
- An understanding of HR issues and willingness to work with company contracted by BHCC to provide this function.
- A commitment to delivering high quality services for local families to improve outcomes for children.

Desirable

- Experience of working in the public sector or voluntary organisations.
- Knowledge of government legislation related to Children's Centre Services including Ofsted guidance and requirements.
- Experience in coaching and/or mentoring enabling colleagues to develop their skills and practice.
- Experience of effective procurement and ensuring value for money.
- An understanding of the workings and responsibilities of a board of trustees and voluntary organisation
- Evidence of a commitment to continuing professional development, research and best practice.
- An interest in and commitment to the values of building community cohesion to increase networks of support.
- Experience in delivering training
- Experience working in a consultative role.
- An understanding of, and commitment to, collaborative leadership.

Educational requirements

Essential

- Minimum Degree level or equivalent

Desirable

- Financial or Business qualification
- Evidence of relevant Post Graduate Study
- Evidence of Professional Development

Additional requirements

- To fulfil the duties of this post a current driving licence, access to a vehicle and appropriate insurance is essential.
- This role will cover multiple locations and the need may arise for some travel as part of the role.

General

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in BHCC policies.

- Work in compliance with the Codes of Conduct and Regulations outlined in BHCC Employee Handbook and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/expectations.

Application information

Completed application forms must be received by: Midday 02/10/15

Email documents to: admin@bhchildrenscentre.org.uk

Interviews to take place: 09/10/2015

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of Trustees and Centre Director. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place on 02/10/2015. Shortlisted candidates will be given more details.

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references, an enhanced DBS check and the completion of a pre-employment medical questionnaire.