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|  **Job Description** |
| **West Sussex Partners in Care - Business Development Manager**  |

**Job Purpose:**

Leading efforts to establish and retain business growth opportunities in partnership with the West Sussex Partners in Care (WSPiC) Board. Primarily obtaining new clients and fostering business relationships to increase revenue from sponsorship.

**Duties:**

* Growing revenue and maintaining the surplus through increased advertising, membership growth, and other means (e.g. writing bids)
* Presenting progress to the Board and members of staff
* Determining the reasons for profits and losses
* Implementing strategic decisions
* Following up on leads
* Developing knowledge of local and national care issues
* Selling sponsorship and membership in person and over the phone
* Raising WSPiC’s profile by attending events, meetings and seminars
* Suggesting new ideas
* Being aware of market trends and ideas from other care associations
* Complying with regulations and laws of business development
* Maintaining a positive attitude that inspires clients to get involved and remain with WSPiC
* Create and maintain links with other Care Associations
* To perform any other duties that are commensurate with the post.

**Skills and Qualifications:**

*Essential*

* Self-driven and determined
* Good admin, IT, maths and English skills
* Communication
* Interpersonal skills
* Commercial awareness
* Innovative
* Personable
* Integrity

*Desireable*

* Website maintenance
* Project management experience
* Marketing experience or qualification

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| **Job Specification** |
| **West Sussex Partners in Care - Business Development Manager**  |

Hours: 30 hours per month

Pay: £13 to £15 per hour (dependant on experience and potential)

Reports to: To be confirmed

Location: This role will be home-based anywhere across West Sussex.

Equipment provided: Mobile phone, laptop and printer

Key Performance Indicators:

* Increase WSPiC revenue annually
* Increase membership numbers annually
* Contribute new ideas