

JOB DESCRIPTION

Job Title:	Director – Community & Business Development
Location:	Office: Energy Zone, Newfield Drive, Blackburn, BB2 3UA
Reporting to:	Operations Director / Managing Director
Contract:	Permanent
Hours:	Full Time
Salary:	TBC

WHO ARE WE:

Would you like to work for a multi award winning company, who are MAD (making a difference,) every day? We are a unique not for profit organisation, where two days are not the same. The diverse scope of our business includes supporting entrepreneurs all over the world to bring their business to the UK, supporting businesses across the northwest with business mentoring and coaching whilst having a clear focus on our corporate social responsibility; providing food to families in need, diverting perceived waste from landfill to be used for arts and crafts and supporting voluntary opportunities to reduce isolation and mental health.

JOB SUMMARY

The strategic purpose of this role is to plan, develop, implement and oversee delivery of all services on a day-to-day basis. The role will cover the strategic management of continuous improvements to all aspects of the commercial and operational delivery of all CBP services, reporting directly into the MD / CEO.

Covering all corporate services, subsidised activities, income generation, new structures, new projects and new markets. To develop all staff and to ensure achievement of each project against the contracted/SLA/KPIs for each service requirements. Ensuring continuous promotion and in-depth development of our four areas of impact: Business, Community, Environment and Skills.

The post holder will manage and develop continuous cross fertilisation, best practice between services, personnel, customers, and sponsors. Managing and developing the ongoing practice of high level, quality driven relationships – internal and external, to ensure referrals and signposting to maximise new and existing business in all areas.

ACCOUNTABILITIES

- Development and implementation of the business strategy relating to the above areas and new opportunities.
- Liaise with the MD/CEO to gain full understanding of organisation commercial and operational developments.
- Source, assess and develop suitable external partnerships and opportunities including both commercial and funded opportunities (tenders/grants etc)
- Ensure the CBP team are fully equipped, capable and informed of commercial and operational development objectives, purposes and achievements and offer support and ideas to all areas within the business.



- Represent CBP in attending all appropriate internal and external meetings, disseminating feedback and best practice at team meetings.
- Monitor, measure and report on activities, development and achievements within agreed formats and timescales.
- Manage resources and control expenditure within agreed budgets.
- Develop the CBP Team with ongoing training, development and career planning.
- Ensure Managers and Supervisory roles are able to evaluate and exploit all potential opportunities, internal and external, to work with Customers and Sponsors and to support and develop all relationships.
- Establish and maintain appropriate systems for measuring necessary aspects of performance for Commercial Services, Business & Community Events, Community Interventions & all activities within Energy Zone, including all information and communication to customers and sponsors.
- Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Act as an Ambassador for Community & Business Partners CIC and sit on relevant external boards.
- Any other duties deemed suitable for the level of the position within the organisation.
- Manage all internal systems, processes, continual improvements and the accreditations of ISO.

OUR VALUES: Care, Determination, Innovation, Partnerships, Communication, Trust

