



The little place that does big things for lots of people!

59 Ray Street - Heanor - Amber Valley – Derbyshire - DE75 7GF

JOB DESCRIPTION

Job Title:	Business Development Officer
Department:	Admin/Management
Responsible to:	Director of Services
Location:	Salcare Heanor/Home/Flexible
Hours:	PT 14 hours per week
Salary:	£28000 p/a pro rata

Primary purpose of post

To support the senior management team and organisational mission through promotion of the organisation and funding.

Principal Responsibilities

- **Strategic Planning:** Develop and implement strategies to enhance the organisation's funding and service delivery.
- **Fundraising:** Identify and pursue funding opportunities, including grants, donations, events and partnerships.
- **Stakeholder Engagement:** Build and maintain relationships with corporates, donors, partners, and community members.
- **Market Research:** Analyse market trends to identify opportunities for service expansion or improvement.
- **Proposal Writing:** Prepare compelling proposals and presentations to secure funding and partnerships.
- **Reporting:** Monitor and report on projects and the effectiveness of development initiatives.
- **Project Support:** Support and effective promotion of projects with stakeholders and partners to get the best possible project impacts

Personal Attributes

- Proven experience in business development, fundraising, or a similar role within the charity or related sector.
- Excellent communication and interpersonal abilities.
- Strong analytical and strategic thinking skills.
- Proficiency in proposal writing and presentation.
- Ability to build and maintain relationships with diverse stakeholders/funders.
- Familiarity with the charity sector's regulatory environment and funding landscape
- Familiar with QuickBooks



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- Good ICT skills including MS Outlook/Word/Excel

Salcare's Values

We Value People

- We show respect & kindness towards everyone we work with.

We Work Alongside People

- We work alongside our service users and their families to get the best outcomes. Everyone is treated as an individual with their own needs, with their own circumstances, and we support them to have agency over their lives.

We're Accessible

- We are a local, friendly team, with lived experience of the work we do, so we're understanding whilst being able to be completely professional in our practice.

We're Fair & value Equality

- Everyone comes from different walks of life; we treat people how we want to be treated, with equal respect for all.

Responsibilities of all Salcare staff

1 Ambassador for Salcare

To act as an advocate and ambassador of Salcare; promoting and exemplifying the Salcare's core values, mission, vision, and ethos and to positively and proactively protect the Salcare's reputation.

2 Other Duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Director of Services, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3 Discretion to Act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.



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Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Management Team unless properly authorised to do so by the Director of Service directly or through an appropriate manager/Supervisor.

4 Relationships and Confidentiality

To establish, maintain and enhance team-working with colleagues and staff of Salcare and to keep confidential all information about individuals and the business of Salcare. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Organisation Ethos

To support the ethos and core values of the organisation. Salcare is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

6 Health and Safety

To always adhere to Salcare's Health and Safety policies.