**Business Development Co-ordinator – Job Description**

**Hours:** 21 per week (0.6 full time equivalent), including some evenings and occasional weekend days as required

**Salary:** £28,203 pro rata (£16,922 actual) plus 5% pension contribution

**Annual leave entitlement:** 25 days per annum pro rata plus statutory Bank Holiday entitlement

**Nature of contract:** Fixed term to 31st March 2018

**Responsible to:** The Staff & Finance Co-ordinator on behalf of the Human Resources (HR) Sub Group of the Support After Rape and Sexual Violence (SARSVL) Board of Trustees

Location: Leeds City Centre

**Primary purpose of the role**

To oversee SARSVL's business and action plans and to generate income for their implementation. To lead on the monitoring, evaluation and reporting of SARSVL services and activities.

**Main responsibilities**

* To research and identify appropriate sources of funding for SARSVL;
* To compile and submit applications for funding in accordance with SARSVL's Business Plan and with financial information provided by the Staff & Finance Co-ordinator;
* To be the main point of contact for, and develop and maintain strong relationships with, all SARSVL's existing and potential funders;
* To take a lead on the monitoring and evaluation of SARSVL's services and activities, ensuring systems and tools are fit-for-purpose and staff and volunteers are appropriately trained and able to use them;
* To regularly extract data and reports from DPMS, CORE and any other or future monitoring and evaluation systems or tools SARSVL adopts;
* To compile and submit all monitoring reports to funders, in accordance with their individual requirements and with financial information provided by the Staff & Finance Co-ordinator;
* To compile and submit regular monitoring and evaluation reports on SARSVL's service provision and service users, including equality and diversity data, to the SARSVL Steering Group;
* To support SARSVL's Trustees to write the Trustees' Annual Report to accompany SARSVL's annual accounts and to compile an external version for partners and publicity purposes, in consultation with the Communications Co-ordinator;
* To lead and oversee the implementation, review and ongoing development of SARSVL's Business Plan, with support from and in liaison with all SARSVL staff, Trustees and volunteers;
* To manage the organisational action plan;
* To oversee all organisational policies and procedures and ensure they are reviewed, updated and approved with appropriate regularity and frequency;
* To hold responsibility for the timetable and papers for Steering Group meetings, including: reminding individuals of what they need to submit and when; compiling the agenda; maintaining the chairing and minuting rota and providing support and guidance to chairs and minute-takers; circulating papers in a timely manner; photocopying papers for meetings; ensuring papers are appropriately disposed of after meetings (e.g. shredded or recycled according to sensitivity);
* To take a lead on quality assurance for SARSVL, ensuring we continue to adhere to the Rape Crisis National Service Standards (RCNSS) and any other appropriate quality marks identified as agreed;
* To manage and maintain SARSVL's relationships with its donors and fundraisers, including sending good luck messages and thank you letters;
* To lead the diversification of SARSVL's income streams, for example by researching, developing and overseeing the implementation of major and corporate donor schemes;
* To support the relevant Sub Group or Steering Group lead(s) with the co-ordination, development and facilitation of community-based fundraising activity e.g. collections, events.

**General**

* To work in partnership with all at SARSVL to ensure the effective delivery of its business plan and development strategy, and the smooth running of SARSVL's operations and office, including handling post, answering the general office phone etc.;
* To uphold and adhere to SARSVL's organisational values and ethos;
* To attend, contribute to and compile reports on behalf of specific Sub and working groups as needed;
* To attend Steering Group meetings on behalf of the staff team on a rota basis;
* To take responsibility for your own basic admin (e.g. maintaining calendar, updating and submitting HR forms, filing, shredding, photocopying), and to take joint responsibility for maintaining SARSVL premises as a clean, tidy, safe and comfortable space for staff, volunteers, service users and visitors, including ensuring refreshments are kept topped up.