



## **FRIENDS OF WINDMILL GARDENS**

(Registered Charity, Number 1176991)

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**Business Development Manager £32,000 per annum *pro rata***

**JOB DESCRIPTION – part time (21 hours), fixed term contract (2 years)**

### **Main responsibilities of the Business Development Manager (BDM)**

The main staff post in our new Brixton Windmill Centre will be the BDM who will manage the transformation that we will achieve through two years of Power to Change (PTC) funding.

They will have a demonstrable understanding of the need for FoWG's developing social enterprise to marry a commercial approach with our community focus and will have strong project management experience.

They will use their excellent interpersonal skills to build close and productive working relationships with colleagues, volunteers, trustees, members, businesses and local community stakeholders in order to methodically implement our business plan. Reporting regularly to our board and working closely with our chair, they will develop clear workplans and lead staff and volunteers to achieve them. They will develop our financial management culture by budget monitoring and contributing to financial forecasting and reporting. A collaborative approach is needed to get the best out of paid employees and enhance the experience of volunteers, who are driven by a passion for heritage and community as much as business requirements.

The BDM will use a creative approach to generate income as well as engaging people in the growing workstreams that make up our sustainable business, strongly managing each element to achieve required outcomes. With an outward facing focus, they will lead changes in our marketing relationships and website attracting institutions and users to purchase more. This will be underpinned by internal work to include both our offer (e.g. updating educational materials) and business processes.

They will ensure that the organisation accounts to trustees and Power to Change for progress with accurate written analysis and reports bringing emerging challenges to trustees so that they can assess risks and ensure timely delivery.

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### **Skills and experience**

1. At least two years' experience in a successful social enterprise or business environment
2. Demonstrable ability to project manage
3. A proven track record in marketing in a range of media
4. Demonstrable understanding of the need to marry a commercial approach with FoWG's community focus
5. Excellent interpersonal skills to build close and productive working relationships with colleagues, volunteers, trustees, members, businesses and a range of local community stakeholders
6. Financial and numeracy skills with the ability to gather and present information, compile reports and make recommendations
7. Commitment to FoWG's mission, vision, values, aims, objectives and equal opportunities
8. A proven track record of collaboration and building networks
9. Ability to be able to work flexibly and work unsocial hours if required of the role
10. The ability to manage conflicting priorities.

## Person specification

1. A creative thinker, strong at initiating new ideas and concepts
2. First class communicator; strong written and oral communications with a range of audiences
3. A flexible and energetic approach to work to achieve agreed deadlines within tight schedules
4. Proven experience in managing staff
5. Ability to work quickly and professionally at busy times
6. Collaborative approach, able to get the best out of team members.
7. Experience of budget monitoring and contributing to financial forecasting
8. Ability to analyse issues and identify solutions
9. Ability to use IT skills necessary to support these tasks.



power to  
change

business in  
community  
hands



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