



BUSINESS DEVELOPMENT MANAGER

£32,000 per annum *pro rata*

21 hours per week, 2-year fixed term contract

The post is funded from a Power to Change grant

APPLICATION FORM

First name: _____ Surname _____

Address: _____

Email _____

Contact telephone number(s) _____

Schools/College/University attended:

From To School / College / University

Qualifications:

Employment history:

From To Employer Job title and brief indication of role

Voluntary / Community activities:

From To Organisation (if appropriate) Brief description of voluntary role

Please tell us how you believe your experience, skills, knowledge and aptitude meet each of the main requirements of the attached Job Description and Person Specification for this post.
Please give examples where possible:

1 Experience of successfully developing a business, or social enterprise (max 250 words)

2 Managing projects and staff to a high standard and to deadlines (max 250 words)

3 Using IT and range of media to market the commercial side of a community project or social enterprise (max 250 words)

4 Working with the public or in a voluntary/ community sector organisation: (max 250 words)

5 Ability to develop collaborations with stakeholders / build networks (e.g with local schools, other community groups) (max 250 words)

6 Finance and numeracy skills sufficient to undertake tasks in the job description: (max 250 words)

7 Ability to manage conflicting priorities and to work flexibly (including working unsocial hours if required by the BDM role) (max 250 words)

8 Understanding the importance of heritage to communities and visitors: (max 250 words)

9 Ability to work well with trustees, other volunteers, users and visitors from diverse communities to provide a good user / visitor experience at Brixton Windmill and in Windmill Gardens (max 250 words)

10 Adaptability to changing circumstances, and ability to analyse issues and identify solutions to improve systems and practices in collaboration with trustees and colleagues (max 250 words)

References

Please provide the names and contact details for two people from whom we can request references, if we propose to offer you the job. One of these should be a senior manager or trustee in the organisation in which you currently work or volunteer, or in which you most recently worked or volunteered. If you have not been in employment since leaving College/ University, please provide details of a College/ University Tutor. We reserve the right to contact your most recent employer in any event.

Name

Name

Position

Position

Organisation

Organisation

Address

Address

Telephone number

Telephone number

Email address

Email address

Return your completed application form by 5pm on September 30th
either by email attachment to brixtonmillchair@btinternet.com (preferred) or by post to
Jean Kerrigan, 24 Prague Place, London SW2 5ED
Interviews for short-listed candidates will be on Thursday October 10th

Cont/

Finally, please give us some monitoring information – this will not be used in the shortlisting process but will help us to ensure that our recruitment processes are fair.

My gender is:

My date of birth is:

I describe my ethnic origin as:

I have the following special needs: