

# VACANCY APPLICATION PACK



## Business Development Manager

Burton Albion Community Trust's Mission Statement  
***'Making a difference in our communities through the power of sport  
and brand of Burton Albion Football Club'***



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The mission is underpinned by our three Strategic Aims:

- To Deliver high quality
- To Create Experiences
- To Make a Difference

We will always:

- **Be Inspiring**
  - Through a passion for Burton Albion and our local community
- **Be Engaging**
  - Through understanding our communities and delivering targeted projects and programmes
- **Be Educating**
  - Helping realise full potential in individuals and our communities

Our Impact on the Community will be through the following areas of work:

- **Health & Wellbeing**
- **School Sport**
- **Education & Employability**
- **Community Engagement**
  - Events & Fundraising
  - KICKS
  - Disability
- **Burton Albion Facilities**

Our Outcomes will be to:

- Develop healthier and happier communities
- Create safer and more cohesive communities
- Empower our communities to help fulfil potential and opportunity



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## JOB DESCRIPTION

<b>Job Title:</b> Business Development Manager	<b>Salary:</b> Negotiable, depending on experience
<b>Contracted Hours:</b> 37.5 hours, however part time hours would be considered for the right person.	<b>Contract Type:</b> Permanent

Burton Albion has a long history of being a community focused club, since it's humble beginnings in 2010 Burton Albion Community Trust has always been about making a difference. The heartbeat of this difference are the people who bring our projects, programmes and activities to life. Our people are our strength, they are engaging, they act with empathy and kindness, they are proud of the work they do and work hard to inspire each other and those we work with, our people are willing to learn and have desire to be educating.

If you think you have what it takes to be Engaging, Inspiring and Educating we can't wait to read your application.

**Role Purpose:**

Burton Albion Community Trust (BACT) is the independent charitable arm of Burton Albion FC and is looking to recruit a Business Development Manager.

This exciting new role has a wide range of responsibilities, with a principal focus on identifying business development opportunities, effectively evidencing the impact of our programme delivery and diversifying income streams.

The Business Development Manager will support the Head of Community and Senior Management Team with the overall growth of the organisation, demonstrating the values and expectations of Burton Albion Community Trust (BACT). This new position requires the individual to horizon scan, identify and secure business and funding opportunities that support and add value to the current organisation strategy.

The role will require the individual to have a clear understanding of current delivery across all programmes and work closely with the Management team to monitor and present current impact being achieved. Excellent verbal and written skills will be required, as you'll meet regularly with members of the programme management team to discuss future projects and create high-quality and convincing applications which bring in the funds to enable these to happen. Finally, the role also involves managing successful relationships with key stakeholders, requires the ability to work remotely and often work outside normal office hours.

Flexibility is essential as some evening and weekend work may be necessary.



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## **Roles and Responsibilities**

- Work closely with the Senior Management Team to implement the organisations fundraising strategy and achieve annual activity and income targets.
- Proactively identify, research and prioritise new opportunities that are strong funding prospects for BACT.
- Liaise and work with members of BACT to create outcome focus groups to gain insight into the specific needs of each programme and match these needs to funding opportunities.
- Help develop and write well-researched, compelling and creative applications to grant funders and foundations to achieve agreed financial targets.
- Develop excellent relationships with funders and partners, delivering excellent stewardship, including the creation of engaging impact reports and project feedback.
- Ensure regulatory legal compliance and best practice.
- Maintain excellent record keeping.
- Keep up to date with sector knowledge regarding fundraising techniques, resources and donor trends.

## **What working for Burton Albion Community Trust can offer you:**

- Competitive Salary
- 25 days Annual Leave and your birthday off!
- Excellent Training Opportunities
- Flexible Working
- Optional Full Uniform
- Onsite Parking
- Company Discounts
- BAFC Staff Discounts

## **General:**

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.

## **Equality Statement:**

Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Trust. We uphold everyone's



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freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Trust that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook

### **Safeguarding Statement:**

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk. The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm. Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

### **Commitment:**

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear polices which are audited and reviewed annually.
- Vetting all staff and volunteers.
- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.
- Embedding safeguarding as a priority throughout the Trust.



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<b>PERSON SPECIFICATION</b>			Evidence to be provided Application/Interview/Certificates (A/I/C)
<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
Further education qualification or equivalent in a related subject/topic	X		AC
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
At least 5 years experience working in a similar setting	X		AI
Working as part of a team and individually	X		A
Prioritising workloads to deadlines	X		AI
Managing others	X		A
Working for a charity or an understanding of charitable organisations		X	A
<b>Disposition &amp; Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
Developed communication and presenting skills	X		A
Excellent organisational skills and the ability to manage a varied workload	X		A
Strong computer skills and a working knowledge of Microsoft Office applications	X		AI
Ability to lead and manage all aspects of the business and be able to write, develop and drive operational plans forward to take BACT to the next exciting level	X		AI
Full UK driving licence and use of a vehicle with appropriate Business Insurance	X		A
<b>Equality &amp; Inclusivity</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	X		AI



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## APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:  
[bactvacancies@burtonalbionct.org](mailto:bactvacancies@burtonalbionct.org)

Or via post to:

Vacancies  
Burton Albion Community Trust  
Pirelli Stadium  
Princess Way  
Burton on Trent  
Staffs DE13 0AR

For further information regarding the role please contact Matt Hancock on 07841 669182 or by email [matt.hancock@burtonalbionct.org](mailto:matt.hancock@burtonalbionct.org)

**Closing date for applications: 14<sup>th</sup> November 2021**  
**Interviews: 22<sup>nd</sup> and 23<sup>rd</sup> November 2021**



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