



JOB DESCRIPTION

Head of Business Development

- Responsible to:** Chief Executive
- Responsible for:** Business Development Officer, Corporate Partnerships Manager, Major Donor Fundraiser, Supporter Engagement Officer, Trusts & Foundations Fundraiser
- Location:** Preferably Central Office, Gateshead, with London as an alternative
- Salary:** Salary Grade F: £34,995 - £37,095 per annum
- Hours:** 37 hours per week, Monday to Friday, 9am to 5pm with some flexibility to meet the requirements of the post
Fixed term contract for 2 years from start date
- Benefits:** Oasis Aquila Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.
- Oasis Aquila Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum.
- 25 days holiday per year, plus statutory holidays, increasing to 30 days per annum after 2 completed years' service

Job Purpose:

To take a strategic lead within Oasis Aquila Housing on generating income and resources which enable the charity to fulfil its mission. To undertake the specific responsibility of achieving defined income targets through leadership of the Business Development Unit. To develop new activities and secure new partnerships and contracts which support the existing and emerging work of the charity. To have overall responsibility for generating income through the Major Donor, Trusts & Foundations, Supporter Engagement and Corporate Partnerships programmes. To be a member of the Strategic Leadership Team of the charity.

Organisation Context:

Oasis Aquila Housing (OAH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Aquila Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the qualifications section of the job description and will be clearly stated in the job advert.

Oasis Aquila Housing is a growing charity, with its Central Office in Gateshead, Tyne and Wear. The Head of Business Development would preferably be based at Central Office in Gateshead, however with London as a potential alternative. As the organisation grows this role will require significant national travel.

Duties & Responsibilities:

- Take a strategic lead within Oasis Aquila Housing on maximising income and resources which enable the charity to fulfil its mission
- Write and deliver detailed annual and three-year income-generation strategies which will enable our organisational strategy
- Have specific and measurable responsibility for achieving ambitious defined income targets through leadership of the Business Development Unit (BDU)
- Lead and manage the work of the BDU to create a co-ordinated and targeted approach to fundraising across the charity
- Co-ordinate the BDU in the creation and delivery of fundraising campaigns and partnerships, including at least two public fundraising campaigns annually
- Work closely with the Chief Executive, Executive Team and Strategic Leadership Team to identify potential new contracts which align with our organisational strategy and experience, including with local authorities, central government and corporate partners
- Work with the Chief Executive, Strategic Leadership Team and Business Development Officer to plan and write contract tenders for new business with local authorities and other statutory funders
- Lead our efforts to raise the profile of OAH nationally through a marketing and communications plan, including fully utilising existing and new digital channels, focused events and activities, and the creation of an OAH Tone of Voice
- Lead the BDU team to create and maintain first class digital content through our corporate website and social media channels
- Drawing on the expertise of colleagues and OAH best practice, propose innovations and adaptations that will create new funding streams
- Monitor the performance of the BDU team against agreed targets, particularly income-generation targets
- Working with the Chief Executive and Corporate Partnerships Manager, broker new relationships with corporate and statutory partnerships
- Use a range of techniques to engage and communicate with potential and existing partners to influence key decision makers in creating long-term supporter relationships
- Represent the organisation at public events and forums, including conferences, churches, and networking opportunities
- Support the Major Donor Fundraiser to develop a Prospects List and to initiate relationships with High Net Worth individuals
- Provide direction to the Supporter Engagement Officer as they develop a volunteer and supporter programme

- Work closely with the Trust & Foundations Fundraiser to build relationships with trusts and foundations across the UK, which generate financial support for our existing and potential work
- Ensure that the charity conforms to all relevant fundraising legislation, regulations and guidelines

Scope & Limits of Authority:

Upon appointment the post holder will be set a target for income generation, with performance being measured against achievement of these targets.

The post holder is responsible for the management of the Business Development Unit, including line management of the Business Development Officer, Corporate Partnerships Manager, Major Donor Fundraiser, Supporter Engagement Officer, Trusts & Foundations Fundraiser.

The post holder is expected to play a key role in the development of organisational strategy as a member of the Strategic Leadership Team, and to participate in leading Oasis Aquila Housing staff training, conferences and events.

Personal Specification/Key Competencies:

Qualifications

- Relevant qualification to NVQ Level 3 (Essential)
- Professional qualification in a related field (Institute of Fundraising etc) (Desirable)

Work Experience:

- Extensive and demonstrable experience of generating income in a role in the private, public or third sector (Essential)
- Extensive experience in at least two of the following areas; trusts and foundations, major donors fundraising, corporate partnerships and statutory funding (Essential)

Skills, Knowledge & Aptitude:

- A proven record of success in achieving financial targets (Essential)
- People management skills, including ability to lead teams and motivate others (Essential)
- Financial management skills (Essential)
- Experienced and skilled communicator in the written word (Essential)
- Excellent and articulate oral communication skills (Essential)
- Stakeholder management skills, with experience of relationship development roles in the private, public or third sector (Essential)
- You will also have confidence to engage with senior decision makers across a wide spectrum of organisations (Essential)
- Good organisational and planning skills (Essential)
- Competent IT skills with Microsoft Office products and CRM databases (Essential)

Motivation:

- Be in sympathy with the Christian ethos and values of the organisation (Essential)
- Be committed and enthusiastic (Essential)
- Be passionate about representing OAH publicly and in securing funds to enable our mission to continue and grow (Essential)



Guidance on Completing an Application Form

All applicants are required to complete the standard Application Form. CVs are not accepted. The information you give us in your Application Form is the only information that we will use to decide whether or not we short list you for an interview.

Equal Opportunities Monitoring

Please complete the Equal Opportunities Monitoring form included as part of the Application Form. This helps us to measure the effectiveness of our Equal Opportunities Policy. Members of the shortlisting and interview panel will not see the monitoring forms.

Rehabilitation of Offenders Act 1974

You **must** give details of any convictions, cautions, reprimands, or warnings you may have, both spent and unspent.

Advice Notes

Think carefully about the post you are applying for, what the post involves and whether you can match this in terms of your experience, knowledge, skills and abilities.

- Fill in all parts of the Application Form; if some parts do not apply then write N/A (not applicable).
- Please type the Application Form but, if you are unable to do so, please complete in black ink and ensure that your writing is clear and legible.
- List any qualifications and training as well as any **relevant** experience in your past and present jobs.
- The Supporting Statement is an important part of the Application Form where you can tell us about your knowledge, skills, abilities and experience which you can bring to the job. This should be no more than 2 sides of A4 in Aerial 11 font.
- If you are successfully short listed, we will aim to contact you at least 5 days before the day of the interview, although this may not always be possible.

Summary of Terms and Conditions of Employment

Please note that the purpose of this document is to only provide an outline of the main terms and conditions of employment. This document does not form part of any resultant contract of employment.

Appointment

Your appointment is subject to:

1. An enhanced DBS clearance (depending on the role)
2. At least two satisfactory references
3. Evidence that you are legally entitled to work in the UK (which will be checked at interview)

Hours of Work

Full time equivalent hours are:

Central Office 37 hours over 5 days

Residential Projects The number of hours worked each week varies according to the rota which includes evenings, weekends and bank holidays. Refer to the relevant Job Description. 2 increments are paid for unsocial hours.

Community Projects 37 hours over 5 days

Casual/Bank Staff 'as and when needed'

Annual Holiday Leave

The annual leave year runs from 1st September. Entitlement is the equivalent of 25 days plus statutory holidays per annum, increasing to 30 days after 2 years full service, pro rata for part time staff.

Part time workers will have their holidays calculated as follows: 25 days (or 30 days) divided by 37 multiplied by the agreed hours of work. Public/Bank Holidays are also calculated on a pro rata basis.

Holiday entitlement is equivalent to 12.07% of the hours worked in each holiday year.

Salary

Salary is paid monthly by BACS transfer into a Bank or Building Society account specified by you normally on the 26th of each month.

Probation

All new employees are required to complete a probationary period which is specified in your Employment contract. During the probationary period you will have regular reviews of your performance. On successful completion of your probationary period you will be confirmed in post.

Pension

Oasis Aquila Housing operates a contributory group personal pension plan and in accordance with the Pension Act 2008, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2% of their salary. The employer contribution is currently set at a contribution of 7%.

Life Assurance

Oasis Aquila Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum. If you are on a contract with variable hours below this level we will discuss with you in person if you are eligible to join the scheme. This scheme provides a 'death in service' benefit to any nominated beneficiaries in the event that you die whilst in our employment.

Sickness

If, through sickness or injury, you are incapable of performing any of the work you are employed to do, the Employer will pay you statutory sick pay ("SSP") in accordance with its legal obligations. For SSP purposes your qualifying days will be your normal working days.

Notice period

After the expiry of the probationary period, the period of written notice to be given by either party to terminate your employment is stipulated in your Contract of Employment and will be at least 4 weeks.