**DEVELOPMENT TRUSTS ASSOCIATION WALES**

**BUSINESS AND ENTERPRISE DEVELOPMENT AND PROGRAMME MANAGER (JOB SHARE APPLICATIONS WILL BE CONSIDERED)**

**JOB DESCRIPTION**

***Responsible to: DTA Wales Director***

***Core purposes of the post:***

1. To generate new income streams, for the Development Trusts Association Wales (DTA Wales) by securing funding, investment and new contracts.
2. Managing, developing and delivering, a number of DTA Wales Strategic Programmes, enterprises, contracts, and support services, for development trusts, community and social enterprises and community owned asset organisations, and those that are taking action on climate change, across Wales.

***Note (See Attached Background Document, for Information on DTA Wales and our Strategic Programmes, mentoring and support services and links to our Websites.)***

***Income Strategy:***

* Prepare an annual income generation and funding strategy for DTA Wales, in consultation with and for approval by the Director and Board.
* Deliver the strategy and manage a number of specific DTA Wales Programmes, contracts and support services, as agreed with the Director.
* Report back to the Director on progress against targets, specified in the annual income generation strategy.
* Identify opportunities for tendering for contracts and prepare and submit tenders.
* Identify fundraising and investment opportunities and prepare new grant applications and bids to support delivery of DTA Wales priority Programmes, activities, enterprises, and services.
* Identify other new business opportunities, income streams and services, develop business plans and set up new enterprises and programmes.
* Identify best practice and relevant learning from the social and community enterprise, and community asset ownership sectors, in Wales and across UK.
* Develop strong strategic partnerships and collaborations, with appropriate practitioner social enterprise and community networks, support organisations, agencies and organisations in the public, private, social enterprise and third sectors.

***“The DTA Wales Consultancy Pool”:***

* Further develop and manage the ‘ DTA Wales Pool ‘ as a Consultancy Service including DTA Wales staff, our DTA Wales Members, Peer Mentors and appropriate third sector or private sector consultants and companies, with the broad range of necessary skills, experience, and knowledge to effectively deliver contracts, peer mentoring and a range of support services and strategic programmes.
* Identify best practice and relevant learning from the experience gained by our sister networks across the UK, LOCALITY in England, DTA Scotland and DTNI, in delivering contracts and strategic grant funded or SLA’s.
* Prepare and present accurately costed proposals and tenders to win projects and contracts.
* Negotiate and close deals with consultants to deliver projects and contracts.
* Managing projects and contracts and ensure they are delivered to a high standard and on time, meeting target outputs and within budget.
* Ensure that completed projects and contracts are rigorously evaluated and that evaluation informs future delivery.

***Additional income generating activities:***

* Develop and secure investment and funding for and market a range of DTA Wales products, enterprises and services.
* These include support for : - social and community enterprises, strategic planning and diagnostic tools for social enterprise, community asset ownership and development, practitioner learning and skills exchange, peer to peer mentoring, community led housing start-ups, community action on climate change and sustainable development, energy utilities savings and efficiency, seminars and events.
* Secure the necessary investment and manage the delivery of a programme of support, for DTA Wales Members and other community enterprise and anchor organisations, to develop and adapt their organisations and services, capture their impacts and utilise a range of quality and impact mapping tools, developed by DTA and others.
* Secure the necessary investment for bursaries and other DTA Wales Mentoring and Peer to Peer support Programmes, for community owned enterprises, asset development and regeneration practitioners.
* Identify and assess the feasibility of a range of other potential opportunities, for DTA Wales to generate income within its strategic priorities and primary purpose.
* Develop and deliver further appropriate income generating activities and undertake other work, as agreed with the Director.

**PERSON SPECIFICATION**

***Essential:***

* High standard and track record in Business Development, Programme and Financial management and specific relevant qualifications and/or skills and experience.
* A strong track record of successful fundraising, grant applications, investment and income generation.
* Specific experience of costing, writing, submitting, and winning tenders.
* Excellent Project, Programme and Budget management skills – the ability to deliver complex projects on time, to specification, and within budget.
* Experience of managing sub-contractors or consultants
* Excellent marketing and communication skills.
* A creative problem solver with a high degree of motivation and drive.
* Excellent customer care skills.
* Experience of building strategic relationships with funders and partners, across and within, the public, private and third sectors.
* Significant experience of negotiating and closing deals and experience of developing new initiatives and enterprises
* A strong awareness of best practice in social and community enterprise, community asset ownership and regeneration.
* High degree of IT literacy
* A willingness to travel around Wales and the UK in the course of work (when and as appropriate).
* Able to work on occasions evenings, weekends and to stay away from home overnight, with prior notice, on DTA Wales business.
* A driving licence and use of an appropriate vehicle, available and insured for business use.

***Desirable:***

* Direct experience of the Development Trusts Association’s work and social enterprise development.
* Knowledge and experience of action on climate change and the environment
* Ability to communicate in the medium of Welsh

***Main Terms and Conditions:***

* 35 working hours per week (excluding mandatory half hour unpaid lunch breaks)as required (with flexible working hours, in agreement with the Director, including some essential evenings and weekends, when deadlines or conference and events determine this). No paid overtime, but time off in lieu, for weekend or evening work, by arrangement in advance.
* Salary Circa £34 000 per Annum Full Time (depending on qualifications and experience) plus 4% contributory pension to NEST Pension, on completion of probationary period.
* 25 days annual leave (plus 3 additional days between Christmas and New Year), plus Bank Holidays
* Reimbursement of essential car journeys (not including travel to work) as agreed by the Director and related to DTA Wales business and this Post (excluding travel to work) in your own vehicle, will be paid at DTA Wales rates and for second class rail or other travel and work related expenses, by prior agreement.
* Based at DTA Wales offices, in Cardiff Bay and working from home and across Wales, when required, for DTA Wales meetings, events and seminars.