



ICENA'S Business Development Manager

Job description

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| Job title | Business Development Manager |
| Responsible to | The CEO |
| Responsible for | Implementing ICENA's business plan |
| Hours | Full-time 37.5 hours per week |
| Salary | £30,000 - £32,000 with an opportunity to increase through performance-related pay |
| Located at | Remote. When ICENA meet in person it will be in Cambridge, Essex or Peterborough. |
| Length of contract | Fixed contract 12 months 25 days paid holiday pro rata (+ bank holidays and three days at Christmas) |

About ICENA Ltd

ICENA is a social enterprise dedicated to empowering individuals and organisations to create social change. We provide training and consultancy to help create safe, harassment-free and equitable spaces and workplaces. Our social impact includes sharing profits to sustain services for survivors of sexual violence across Essex, Cambridgeshire and Peterborough.

Our values include empowerment, collaboration, respect, innovation and courage.

ICENA is seeking an ambitious person for this exciting and extremely rewarding role working for a unique organisation.

About the role

We are looking for an organised and effective business development manager to oversee all aspects of ICENA's day-to-day operations. Reporting to ICENA's CEO, you will have the chance to play a key role in ICENA's ongoing development.

As ICENA's business development manager, you will be responsible for the development, delivery and promotion of ICENA training programmes, consultancy services and a new workplace wellbeing package to achieve financial targets. This includes recruiting and line managing consultants and trainers.

In support of the CEO, you will forge key relationships with other companies and develop

new, high-level business pitches. You will also work with other stakeholders and external contacts in delivering ICENA's business and strategic plan.

Key tasks and responsibilities

Operational management

- Manage several projects and products with organisational skills and the ability to prioritise to deliver results.
- Develop effective operational systems to ensure the smooth running of all ICENA's work.
- Deputise for the CEO and oversee the daily operational work for the company.
- Be aware of external trends, innovation, developments and changing circumstances and adapt accordingly.
- To undertake other duties that may, from time to time, be necessary and compatible with the nature of this post.

Monitoring and reporting

- Work with the CEO on day-to-day finances, setting and operating profit margins, sales and cost benefits within budgets.
- Attend, chair and contribute to meetings when required, provide briefings, reviews, due diligence, auditing and compliance activities and prepare and present papers to the CEO and any associated working groups and external companies as required.

Business growth

- Promote ICENA's training and consultancy using creativity and sales skills to grow the company.
- Support the development of social enterprise activities that provide a surplus for the company.
- Enable ICENA to maximise income through stewardship and strategic development of existing and new corporate partners.

Team leadership

- Motivate and inspire colleagues to deliver high standards and advance ICENA's aims.
- Assist the recruitment process and management of new staff.
- Support the CEO to manage and monitor excellent quality standards for ICENA's business, written documents, proposals and presentations/pitches.

Representation and relationships

- Support the CEO to identify and take up opportunities to influence corporate prospects through proactive relationship development and peer-to-peer introductions.
- To work closely with the CEO to package up large-scale projects and cross-organisational offers to businesses.

About you

You will possess the following skills

Interpersonal

- Excellent communication skills. The ability to deliver clear and concise ideas to internal and external stakeholders and produce top-quality written proposals and presentations.
- Excellent face-to-face presentation skills and a professional telephone manner
- The gravitas and credibility to build relationships at all business levels.

Business and analytics

- Business and commercial awareness.
- Analytical, with the ability to interpret information, news, data and research quickly and distil the most important/relevant information to build intelligent sales strategies for ICENA as a new business.
- Excellent knowledge of MS Word, Excel and PowerPoint.

Organisation

- Proactive and highly organised, with strong time management and planning skills, and meticulous attention to detail.
- The gravitas and credibility to build relationships at all business levels.
- Passion, dedication, focus, stamina, resilience and the ability to work well under pressure.

Leadership

- The ability to manage and take responsibility for own workload and that of a team, handle multiple priorities, solve problems and work independently with minimal supervision.
- Strong team spirit.

Essential requirements

- Experience of financial and budget management including planning, developing, forecasting, setting, monitoring, reviewing and reporting on budgets.
- Ability to think independently, critically and creatively and to take responsibility for decision-making.
- Experience of project management including planning, developing, implementing, monitoring, evaluating and reporting on performance
- Dealing with competing priorities in a sales or customer-focused sector.
- A resonance with ICENA's values to ensure that all responsibilities and activities within this role are carried out per them.
- Flexibility to adapt to the needs of the role.
- Adherence to relevant legal and statutory requirements including the Data Protection Act and the Health and Safety at Work Act.

Desirable requirements

- Experience of working with social investors and/or customers, business and social enterprises.
- Negotiation and influencing skills.
- Experience of writing formal reports (internal and external) and funding

proposals as well as developing content for agreements and other communications materials eg web, marketing, and social media with keen attention to detail.

- Experience of developing and delivering high-level presentations and pitches.
- Up to date and knowledge of SAGE or other accountancy packages and VAT.

How to apply

ICENA Ltd is committed to creating and maintaining an inclusive, intersectional anti-racist, anti-oppressive and equitable workplace and working culture.

We welcome applications from everyone irrespective of sex, sexual orientation, gender identity, ethnicity, faith and religion, disability and age, but, as ethnic minority groups, members of the trans community and religious and faith groups are currently under-represented across the organisation, we would encourage applications from members of these groups. Appointment will be based on merit alone.

Application should be made in the form of a CV and a covering letter explaining why you are applying for this role and how you meet the criteria for the role as set out in the Job Description/Person spec and our values. Email applications to – hello@icena.net

Closing date – 9 September 12 noon

Interviews – w/c 19 September 2022