



# HEAD OF BUSINESS DEVELOPMENT

DEPARTMENT: CORE

REPORTS TO: HEAD OF COMMUNITY

LOCATION: 14 PRIDE POINT DRIVE, PRIDE PARK,  
DERBY, DE24 8BX

The Head of Business Development is a senior leadership role responsible for identifying and developing strategic business opportunities, partnerships, and collaborations that will drive DCCT's growth and financial sustainability. This role involves a deep understanding of the sector, industry trends, and competitive landscape to shape the organisation's long-term strategic direction.

The Head of Business Development role will line manage the Events and Projects, Fundraising & Partnerships and Marketing & Communications departments to drive growth and seek new opportunities and a range of activities/opportunities for Derby County Community Trust.

## KEY RESPONSIBILITIES

### LINE MANAGEMENT COMPETENCY

- Provide effective leadership and line management for Departmental Managers.
- Establish key performance indicators (KPIs) and metrics to evaluate the success of programs, initiatives and the training subsidiary, regularly reporting to the executive team and board.
- To include objective setting and support with continual professional development.
- Create and drive effective income generation around the departments of Fundraising & Partnerships, Events & Projects and Marcomms.
- To provide day to day strategic support and guidance across the four pillars of programme delivery to ensure growth and quality of provision (Fundraising & Partnerships, Events & Projects and Marcomms).

## RECRUITMENT & DEVELOPMENT OF PEOPLE

- Work alongside departmental managers to appoint team members with the skills and potential to deliver the Trust's goals and objectives.
- Establish and maintain a learning and coaching culture throughout the Community teams.
- Support ongoing CPD activities across the teams including the pursuit of professional qualifications.
- Be proactive in own CPD and professional development to support the development of others.

## STRATEGY PLANNING & IMPLEMENTATION

- Work with the Head of Community and departmental managers to establish long-term, medium-term and short-term objectives for the Community Trust.
- Lead on strategic planning and advice and support to all staff and stakeholders concerned with DCCT.
- In consultation with staff and partners, lead on the development and implementation of a new Trust Strategy that clearly defines the role of the Trust and how it operates.
- Create and drive effective unrestricted income generation around the departments of Fundraising & Partnerships, Events & Projects and Marcomms.
- Keep up to date with current fundraising developments, approaches, opportunities and methodologies, integrating these into planning where appropriate.
- Develop plans to manage the ending of funding to ensure the long-term sustainability of projects.
- Work with relevant staff to identify and submit relevant grants, funding applications and tenders.
- Produce reports, data and information as required by the Head of Community and DCCT Board of Trustees.
- Identify the best source of income to meet the community needs. This could include fundraising, corporate partnerships, trusts, commissioning, grants or donations.

## FINANCIAL & BUDGETARY CONTROL

- Support departmental managers in all aspects of budgetary management, including budget setting, monitoring and adherence to the financial controls policy.
- To ensure all annual budget targets attached to Fundraising & Partnerships, Events & Projects and Marcomms are met by managing income targets and expenditure.
- Create forecasts and actively work towards reaching them.
- Review and contribute to the annual budget and business plan.

## RELATIONSHIP MANAGEMENT

- Develop and maintain links with local, regional and national organisations to promote good public relations.
- Strategically build on and increase the Trust's influence and impact through the development of corporate/commercial partnerships with local, regional and national organisations.
- Network in forums that will benefit DCCT and the Club/brand.
- Work closely with the Fundraising & Partnerships and Marketing teams to promote good news stories.
- Actively manage professional and personal networks.

## COMPLIANCE

- Ensure self and others conduct themselves in a manner that adheres to, complies with and supports DCCT's policies and procedures in accordance with, but not exclusive to Safeguarding, Health and Safety, Equality & Diversity, EFLinC and the Premier League.
- Ensure safeguarding policies are understood and adhered to throughout the Trust.
- Understand and adhere to the Club's safeguarding procedures and externally issued guidelines (e.g. Keeping Children Safe in Education).
- Act upon safeguarding and welfare concerns identified or raised and report them to an appropriate individual.
- Support the development of effective policies and procedures to make sure community teams remain compliant.
- Identify and correct any failures to meet compliance or regulatory requirements.
- Drive and use company vehicles and personal equipment in accordance with the Club and legal requirements.
- Ensure all personal data is collected, stored and disposed of in line with General Data Protection Regulations.
- Follow all DCCT's security protocols.
- Adhere to any other reasonable requirements that meet the needs of the business.

## EQUALITY

- Mainstream equality throughout the organisation, ensuring organisational commitment to promoting the equality of opportunity, diversity and inclusion.
- Use Equality Impact Assessments (EQIAs) to support the Trust's work towards equality.
- Identify the diversity and needs of DCCT's current customers and potential customers and identify where the diversity of customers could be improved.
- Develop a culture (behaviours, words and actions) that demonstrates that the Community Trust's workforce support a commitment to the equality of opportunity, diversity and inclusion.

# GENERAL RESPONSIBILITIES

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

## PERSON SPECIFICATION

### ESSENTIAL

- Extensive (over 5 years) experience within a senior Business Development role
- Extensive experience of management, including staff and programmes
- Experience of managing and reporting on budgets
- Demonstrable experience in understanding marketing trends, with the ability to maximise revenue
- Ability to and experience of operating to a high standard in a fast moving and dynamic environment
- Excellent communication skills, with the ability to engage, motivate and influence at all levels
- Work flexible hours as the Trust requires, this may include some evening and weekend work

### DESIRABLE

- Educated to degree level
- Experience and understanding of bid writing, tenders and commissioning processes

**This post is subject to an enhanced DBS CRC check.**

# VALUES

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

## EQUALITY, DIVERSITY & INCLUSION

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

## SAFEGUARDING

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.

 [www.derbycountycommunitytrust.com](http://www.derbycountycommunitytrust.com)

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