



## Business Development Manager JOB DESCRIPTION



<b>Responsible to:</b>	Chief Executive Officer
<b>Hours of Work:</b>	22.5 - 28 hours per week (3/4 days)
<b>Location:</b>	Remote / Bognor Regis Office base / Hybrid
<b>Salary:</b>	£18.90 per hour (pay review pending)
<b>Contract:</b>	Fixed Term Contract – 6 months from start date (potential to lead to permanent position)

### About us

Founded in 1997, CAPITAL is led by its members, staff, trustees, and supporters – all of whom have lived experience of mental distress.

We aim to work from a bottom-up approach, giving all a voice, using consultation and coproduction approaches to encourage everyone to contribute their ideas and set the direction for our work.

We were founded upon developing training for people with lived experience at a time when people had no voice, and we became the independent representation of the lived experience community in the county which influenced local mental health services.

We are a membership organisation and offer training, support and a framework that ensures people can lead our work.

We also provide independent accredited peer support in-reach services to acute mental health wards in West Sussex, as well as monthly peer led Patient ViewPoint forums. We supported around 1800 people in 2021/2.

Since 2022 we are leading coproduction within the West Sussex Mental Health Community Transformation Programme and have set up a new independent network: SCALE (Sussex Coproduction and Lived Experience.) We are working alongside community organisations and groups in West Sussex to effectively coproduce and develop a longer-term vision for mental health services (and the priorities of the NHS Long Term Plan.)

CAPITAL is part of an alliance of Voluntary Community & Social Enterprise organisations delivering services and working together as Pathfinder West Sussex, with a view to making services accessible for anyone needing mental health support.

## **Purpose of the role**

The Business Development Manager is a new pilot role, that will lead on identifying and making grant/bid applications, forging relationships with potential partners and funders, supporting the CEO to advance the work of CAPITAL.

We want CAPITAL to be visible, active and a positive presence in the County, building relationships with partners and exploring the development of new activities and initiatives.

The Business Development Manager will help take this forward at an exciting time with the developing longer-term strategic plan.

The post holder will secure permanency through successful funding applications.

## **Responsibilities**

1. Understand areas of CAPITAL's historic delivery, scope need in West Sussex including the insight and experience of our members
2. Lead on the development of new business projects as agreed with the CEO
3. Identify opportunities for service development through new funding streams, partnerships, new business and commissioning opportunities, aligned to our strategic objectives
4. Lead on the management and preparation of:
  - Funding bids
  - Tenders
  - Business proposals
5. Develop positive relationships with a range of funders and potential partners, promoting CAPITAL's work
6. Develop the organisation's funding strategy together with the CEO and Trustees
7. Secure core funding that will sustain the role's future
8. Work flexibly and undertake any other duties that are commensurate with the post

# Person Specification: Business Development Manager

## Essential Criteria

### Experience and Skills

1. Proven track record of leading successful applications to funders
2. Ability to use research/scoping/evaluation to inform business development
3. Proven experience of developing and maintaining excellent relationships with stakeholders, including negotiating and developing formal partnerships
4. Experience using online application grant systems, including commissioner portals
5. Sound organisational skills: ability to self-motivate, to work on initiative, to prioritise and plan workload

### Knowledge and Understanding

1. Understanding mental health survivor movement and its relationship to the work of CAPITAL Project Trust
2. Practical knowledge of funders, charitable trusts and grant giving organisations
3. Positive attitude to change within a developing small organisation
4. Empathy with people who experience mental health issues
5. Commitment to the ethos and values of the CAPITAL Project Trust

## Desirable Criteria

1. Experience of using mental health services / lived experience of mental distress
2. Experience of peer support
3. Experience of coproduction / facilitating lived experience leadership to develop programmes and projects

This post is subject to a standard disclosure check (DBS).

CAPITAL Project Trust is working through a period of change and development and the post holder will need to be prepared to work flexibly within this changing organisation. This therefore may result in some changes to the key tasks of this role.

CAPITAL Project Trust complies fully with guidance issued by UK Government and Visa Immigrations to ensure the prevention of illegal working in the UK therefore successful applicants will be required to demonstrate their entitlement to work in the UK by providing documentation requested.