



A joint venture to support the local VCSE sector in the ten boroughs of Greater Manchester

# Business Development Lead

Job Description

**Salary:** £35,000

**Period of contract:** 2 years with potential to extend

**Hours:** 37

**Line management by**  
10GM Directors

## We are looking for...

A highly skilled operational leader who will manage business development and delivery for 10GM.

## About the role

10GM is a cooperative organisation that brings together local infrastructure organisations from within Greater Manchester and aims to strengthen support for and engagement with the VCSE sector at borough level.

To help us to achieve this, 10GM Business Lead will identify business opportunities and secure resources to achieve 10GM's business plan and strategic objectives. The Business Development Lead will maintain oversight of 10GM's portfolio of contracted activities and ensure contract compliance. The Business Lead will on the internal development of 10GM including securing resources, partnership development, new project development, organisational systems and procedures.

## 10GM Business Development Lead will

- Produce a 3-year strategic plan in conjunction with 10GM members and a business plan to achieve our shared objectives.
- Develop 10GM services and activities, including identifying and securing new income streams that are relevant and appropriate to the diverse needs of VCSE organisations in localities
- Prepare tenders, contract bids and grant proposals including producing accurate budgets and costs.
- Establish and implement the systems and processes to ensure 10GM can operate effectively and efficiently as a cooperative company.
- Ensure that all 10GM's policies, procedures and processes remain fully compliant with; all relevant regulations; good practice and funding or contractual conditions
- Lead on quality and performance for 10GM; implement a monitoring framework for all of 10GM's work and ensure collation of data on key performance indicators & produce reports.
- Lead on the production of the Annual Report to stakeholders demonstrating 10GM's collective achievements and impacts.
- Lead on maintaining full compliance with Data Protection legislation, ensuring best practice in relation to information governance and building a culture based on principles of Freedom of Information & Open Data.
- Ensure secretariat support for the 10GM Board meetings.

## The ideal candidate for this role will be

- An exceptional bid writer who has excellent project and contract management skills
- Organised and analytical in their approach
- Confident to set up and implement new systems and processes
- An effective communicator in person and in writing, with demonstrable skills in report writing
- Confident with data, numbers and using a range of operational platforms and software



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- Experienced at operational management and assuring quality and performance
- Knowledgeable and experienced in organisational compliance and risk management
- Have great interpersonal skills and can foster and maintain effective relationships internally and externally

## Working with 10GM

10GM is a joint venture by local VCSE sector infrastructure organisations in Greater Manchester: Bolton CVS, Salford CVS, Macc and Action Together. These local organisations provide a range of support including; organisational and group development; run accredited Volunteer Centres; facilitate locality and thematic networks, action groups and provide strategic representation across a wide range of Partnerships. 10GM works strategically to strengthen support for the VCSE sector at borough level and ensure connectivity and engagement across the whole of Greater Manchester. 10GM represents a combined membership of thousands of local voluntary, community and social enterprise organisations working in communities and neighbourhoods all across the city-region.

## General asks of everyone that works as part of the 10GM team

- To uphold and promote the purpose, beliefs and values of 10GM.
- To demonstrate a commitment to social value
- To work collaboratively across the 10GM family sharing general responsibility for
  - Social media and online resources
  - Responding to enquiries and administration
- To undertake training as required.
- To work as a member of 10GM team, and to contribute to the development of policy and good practice across 10GM.
- To work in accordance with 10GM's Equal Opportunities statement and other relevant policies.
- To be responsible for your own health & safety and that of our colleagues, in accordance with the Health & Safety at Work Act.
- To work in accordance with the Data Protection Act and 10GM policies on Data Protection and Open Data.
- To carry out the above duties, and any other reasonable duties commensurate with the responsibilities of the post.

## As a member of the 10GM team you will also benefit from

- Flexible working opportunities
- Ongoing professional development
- 7% pension contribution (1% contribution by employee)
- 25 days annual leave (Plus 8 bank holidays)
- Work with a large diverse team committed to social justice

For more information on the work that we do please visit [www.10GM.org.uk](http://www.10GM.org.uk)

We are committed to Open To All see the application form for more details.

