

**JOB DESCRIPTION:**

**Business Development Officer**

<b>Hours</b>	<b>Full-time</b>
<b>Location</b>	<b>1 Wimpole Street, London, W1G 0AE</b>
<b>Reports to</b>	<b>Interim Head of External Engagement</b>
<b>Salary</b>	<b>£24,335 pa.</b>

**CONTEXT**

In recent years, THET has established a reputation for excellence in brokering partnerships between health institutions in the UK and overseas and this is expressed in our programmes work, our grants management service, and in our policy activity. A significant part of THET's income over the past six years has been the Health Partnership Scheme, a contract awarded by DFID and which has seen us award grants to 130 UK partners. As this contract has come to an end it is vital we prioritise the diversification of our funding streams. A new team is being put together to focus on this.

**JOB PURPOSE**

The Business Development Officer will play a vital role in supporting SMT and other staff engaged in establishing a sustainable financial future for THET. The post will research and identify new income sources for THET, help develop robust business plans to guide this work, develop and support approaches to these sources, and play a crucial role in coordinating approaches across the charity. The post holder will also be responsible for maintaining our existing relationships with Trust and Foundations that support THET with unrestricted income, by writing reports and timely applications where appropriate. Additionally, the post holder will be a partner to the CEO and other staff in reporting our impact to Trustees and donors.

**ACCOUNTABILITY AND WORKING RELATIONSHIPS**

The Business Development Officer will report to the Head of External Engagement but will work across the THET staff community and a diverse range of stakeholders across THET and the broader partnership environment.

## MAIN RESPONSIBILITIES

1. Research and identify new income sources.
  - a. Undertake market research/scoping activity in support of new income approaches.
  - b. Be a resource for senior staff in undertaking research related to these tasks.
  - c. Be a source of ideas and suggestions about how THET's expertise might be presented to new sources.
  
2. Support the development of robust business plans to guide these approaches.
  - a. Support the development and use of consistent business plans in ways which encourage accountability and communication between all THET staff engaged in this work.
  - b. Ensure regular review of these plans.
  
3. Develop and support approaches to new sources.
  - a. Develop materials for verbal and written submissions and presentations.
  - b. Assist in the design of new programmes that will attract income.
  - c. Maintain relationships across the UK health partnership community in ways which ensure THET is alert to new opportunities and suggestions about the contribution we can make.
  
4. Coordinate approaches across the charity.
  - a. Maintain a pipeline of income opportunities across the charity.
  - b. Ensure regular discussions take place between staff engaged in seeking new income sources in ways which encourage accountability and communication between all THET staff engaged in this work.
  
5. Maintain THET's relationship with existing Trusts and Foundations who provide us with unrestricted income.

- a. Maintain a database of trusts and foundations that support THET.
  - b. Manage the writing and production of high quality and timely reports to these supporters and where appropriate, serve as the point of contact for these trusts and foundations on behalf of THET.
6. Capture and communicating evidence in ways which enable us to report effectively on our impact to Trustees and donors.
- a. In partnership with other staff and the Monitoring and Evaluation and Communications teams in particular, the post holder will compile information which tracks our performance in delivering annual KPIs.
  - b. Use this information to prepare reports to the Board of Trustees and donors as needed.
7. Other
- a. Provide support to the members of the SMT as necessary and relevant
  - b. Contribute to the development of strategic plans
  - c. Undertake any other duties requested by the CEO and Head of External Engagement

## Person Specification

Person specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in a relevant discipline (or equivalent experience in a relevant area)</li> </ul>	<ul style="list-style-type: none"> <li>• A Master's Degree in a relevant discipline (or equivalent experience in a relevant area)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong experience in researching</li> <li>• Experience of working for an international health charity</li> <li>• Experience of developing and cultivating relationships with external stakeholders</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of global health issues</li> <li>• Good understanding of international development sector</li> <li>• Knowledge of funding types and the donor environment</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent Business Development and analysis skills</li> <li>• Ability to assess information, identify key points and draw conclusions</li> <li>• Excellent written and spoken English</li> <li>• Excellent interpersonal skills and confident in dealing with a range of senior internal and external stakeholders</li> <li>• Well-developed IT skills and competence in Microsoft Word and Excel</li> <li>• Excellent time management skills and ability to manage competing deadlines</li> <li>• Excellent attention to detail</li> <li>• Strong organisational skills</li> <li>• Able to work collaboratively with colleagues</li> <li>• Proactive and able use initiative to solve problems</li> </ul>	

<b>Values</b>	<ul style="list-style-type: none"><li>• Strong commitment to THET's cause and values</li><li>• Highly motivated self-starter</li><li>• Flexible and adaptable</li><li>• Intercultural sensitivity and awareness</li></ul>	
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