

Business Development Officer

| | |
|---------------------|--|
| Hours | Full-time: 37.5 hours a week |
| Location | Currently all staff are working remotely. We are open to applications from across the UK. THET have a Central London office for those able to commute. |
| Reports to | Communications and External Engagement Manager |
| Salary | £24,600 - £28,800 per annum |
| Duration | Permanent |
| Key Contacts | The Business Development Officer is a part of the External Engagement Team at THET and reports to the Communications and External Engagement Manager. They will work across the THET staff community, a diverse range of stakeholders and the broader partnership environment. |

About the role

THET is a dynamic and well-established charity that has been operating for over 30 years. The last three-years have seen a period of considerable success as THET has worked to diversify its income sources.

If you enjoy being a part of something challenging and relish the opportunity to work alongside the senior leadership team of an INGO to develop high quality written tenders, and with an eye to innovation, this is the role for you.

You will have exceptional writing skills and entrepreneurial spirit, with a creative eye for opportunities. You will need to be a diplomatic and confident verbal communicator capable of securing the support of stakeholders internally and externally. A talented self-starter, able to demonstrate initiative and stay calm in busy environments, you will be joining a five-person External Engagement Team who are dedicated to THET's mission of ensuring everyone everywhere can access quality healthcare.

Due to the uncertainty of the period, please note that this role is subject to confirmation of funding.

About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions. You can learn more about our work on [our website](#).

Main responsibilities:

1. Business Development: Research, identify and coordinate new sources of income

- In partnership with members of the SMT, develop materials for verbal and written proposals, submissions and presentations.
- Maintain THET's relationship with existing Trusts and Foundations who provide us with unrestricted income.
- 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.

- Support the development and use of consistent business plans in ways which encourage accountability and communication between all THET staff engaged in this work.
- Carry out desk research of new funding opportunities, producing donor, carrying out due diligence of new donors, tracking information about new business development across the organisation.
- 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.

2. Project Coordination: Work with and to support teams during the inception phase of projects

- Develop and revise workplans, setting up budget codes, scheduling and chairing catch up meetings, chasing deadlines, re-budgeting for relevant projects or projects with strong involvement in proposal development.
- Support staff responsible for delivering projects to meet the requirements of donors through monitoring and reporting.

3. Communications and External Engagement: Support the wider External Engagement Team with the development of THET's Annual Conference and other income generating events

- Roles to include sponsorship support and relationship management.
- Support the wider External Engagement Team with the maintenance and growth where planned of the Individual Donor base.
 - Work with the team to generate fundraising materials and maintain clear communications.
- Play a key role in THET's quality assurance e.g. generating briefs, working with the team to generate clear and accurate content and design work.

| Person specification | Essential | Desirable |
|-----------------------|--|--|
| Qualifications | A Bachelor's Degree in a relevant discipline (or equivalent experience in a relevant area) | A Master's Degree in a relevant discipline (or equivalent experience in a relevant area) |
| Experience | Experience of writing tenders Strong experience in researching Experience of developing and cultivating relationships with external stakeholders | Experience of working for an international health charity Experience working cross-organisationally |
| Knowledge | Good knowledge of global health issues Good understanding of international development sector Knowledge of funding types and the donor environment | |

| | | |
|---------------|---|--|
| Skills | <p>Excellent Business Development and analysis skills</p> <p>Ability to assess information, identify key points and draw conclusions</p> <p>Excellent written and spoken English</p> <p>Excellent interpersonal skills and confident in dealing with a range of senior internal and external stakeholders</p> <p>Well-developed IT skills and competence in Microsoft Word and Excel</p> <p>Excellent time management skills and ability to manage competing deadlines</p> <p>Excellent attention to detail and strong organisational skills</p> <p>Proactive and able use initiative to solve problems</p> | <p>Experience with Adobe programmes and particularly InDesign.</p> |
| Values | <p>Strong commitment to THET's cause and values</p> <p>Highly motivated self-starter</p> <p>Flexible and adaptable</p> <p>Intercultural sensitivity and awareness</p> | |

What we offer:

- 25 days annual leave (pro-rata) plus 3 days winter closure between Christmas and New Year
- 5% pension contribution when Employee contributes 3%
- Cycle to work scheme
- Child Care voucher scheme
- Subsidised lunch canteen
- A friendly, supportive work environment

How to apply:

To apply for this role please send your CV and a cover letter (max. 2 pages) to jobs@thet.org by midnight on Sunday 25th April 2021.

Interviews will take place in the week commencing 3rd May 2021. THET is an equal opportunities employer.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.