

Business Development Officer

About Brightside

Every young person should be able to fulfil their potential, regardless of their background.

Delivering 60 online mentoring projects each year in partnership with universities, business and charities, we give young people across the UK access to support networks, online careers information, and high-quality mentoring.

Our work helps young people to succeed. We believe young people are best equipped to make confident and informed decisions about their futures if they:

- Have hope and a growth mindset;
- Are confident and know their strengths;
- Can deal with difficulties in a positive way;
- Have knowledge and skills for the career they are interested in;
- Know who to turn to for advice and support.

It's an exciting time to join Brightside. We are a fast-moving charity, and we've just embarked upon a new three-year strategy with ambitious growth plans.

We aim to increase the number of young people we work with each year, from 11,000 to 50,000 in the next three years.

We pride ourselves on our friendly, professional and supportive culture, with 100% of staff recommending working for Brightside in our most recent staff survey. Our mission and the team are valued highly by all. We embrace new ideas and we are always looking to improve how we work.

We plan to expand our work with universities and to launch new products in the corporate market. And we need to attract brilliant people to help us achieve our ambitious goals.

Business Development Officer

We are recruiting for a Business Development Officer to help us secure new contracts, making a crucial contribution to the growth of our organisation. A confident communicator, you will support the development of new projects by reaching out to potential funders, writing funding applications and developing relationships with prospective partners. Your success will be measured in terms of how well you communicate our value, securing new partnerships and developing relationships with current partners, and we are committed to supporting and training the right candidate to deliver pitches to potential partners and funders.

The post holder will report to the Head of Business Development and will be responsible for:

1. Research
 - Researching grants, trusts & foundations
 - Researching university, business and third sector organisations and their key priorities
 - Contributing to the design of new products
2. Writing
 - Writing funding applications
 - Writing proposals
 - Helping to translate our evaluation into key messages
3. Relationship management and pitching
 - Developing relationships with prospects and potential project partners
 - Pitching to corporates, universities & third sector organisations
 - Representing Brightside at events to help us grow our networks
4. Events delivery
 - Planning and delivering Brightside events
 - Representing Brightside at conferences and other external events

Person specification

Essential experience

- Experience of successful fundraising and/or business development
- Presenting to a range of audiences

Desirable experience

- At least two years work experience
- Experience of working in the education/charity sector
- Experience of marketing/communications
- Experience of supporting the delivery of events

We're looking for someone who is:

- Enthusiastic, energetic, passionate and proactive
- Interested in fundraising and marketing
- Eager to learn and driven to succeed
- Excellent at communicating and interacting with others
- Able to write persuasively for successful proposals and funding applications
- Great at managing their time, multi-tasking, prioritising and meeting deadlines
- Flexible and resilient
- Open-minded
- A problem-solver
- Committed to Brightside's mission

It would be helpful if you have:

- Knowledge of the corporate social responsibility agenda
- Experience of mentoring
- Knowledge and an understanding of the current social mobility agenda and/or widening access to Higher Education

Salary: £23,000-£25,000 per annum, depending on experience

Contract term: permanent

Holiday allowance: 25 days per annum

Hours of work: 37.5 hours per week, Monday – Friday

Travel: some travel outside of London will be necessary as we work across England

To apply for this role please submit your CV and covering letter to lily.begum@thebrightsidetrust.org by midnight on 22nd February 2017. First interviews will take place on 2nd-3rd March, and second interviews on 8th March.

When applying, please **name the subject title in your email** in the following format: Your First Name, Your Last Name, Position you are applying for, and Date (mmyy) e.g.: Anna-Jones-Projects Assistant-1216

Please Note: Due to the high number of applications we receive, we are not able to respond to all applications personally, however you will be contacted directly should you be invited to interview.