



CHARGING UP CHANGE!

**Business Development Executive
(Income Generation and Investment)**

JOB DESCRIPTION & SPECIFICATION

DEADLINE: 30th June 2024



Business Development Executive (Income and Investment)

JOB SUMMARY

Deadline: 30th June 2024

Apply here:

<https://poweredbycan.uk.deputy.com/jobs#/>

ROLE	Business Development Executive (Income and Investment)
REPORTING TO	Head of Development (Marketing, Business and Income Generation)
RESPONSIBLE FOR	Freelancers/Contractors
SALARY	£26,020.00 pro rata
HOURS	20hr/week (0.5)
DURATION OF CONTRACT	12 Months
TIMESCALE	Immediate start/ Aimed Start Date
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	One
SUMMARY	We are seeking a Business Development Executive to become a vital part of our growing team. We are currently in the process of developing our commercial offer and undertaking growth in the areas of social investment and investment readiness. This role will support Powered by CAN's commercial income streams, focusing on building a new client base, extending and articulating our offer and reporting and evidencing our progress in these areas.

WHO WE ARE

**POWERING CHILDREN, YOUNG
PEOPLE
& YOUNG ADULTS TO CHARGE UP
CHANGE!**



OUR STORY

How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick start personal and professional development through a wider offer of experiences and opportunities.

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



OUR VISION

How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

OUR MISSION

How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences that contribute at every stage of their lives, for a fairer future.

OUR VALUES

These are at the centre of everything we do...

CARE

CHALLENGE

COMMITMENT

COLLABORATION

CREATIVE

COMMUNITY

OUR SERVICES



Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



Promoting positive lifestyles and empowering people through participation...



Navigating the narrative...



Taking the time to talk, tackle & transform into our true selves...



Always aiming high, aspiring to achieve & accelerating your ambitions ...

OUR OBJECTIVES

1

Pride of Place

To develop collective understanding and knowledge on the identity of place to strength the services that are relevant to meet the needs of children, young people & young adults.

2

Positive Programmes & Principles

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults and strengthen best practice for the sector to meet soft, hard and transferable skills.

3

Powering Participants & People

To build on the strengths and needs of children, young people & young adults to thrive and be resilient into adulthood.

4

Pushing Performance & Policy

To influence policy and investment to prioritise services for children, young people & young adults.

5

Playing our Part

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven to be reputable, responsive and represent a rights-based approach for people and place.





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**We are powered both by where we have come from
and the positive energy moving forward with a ‘CAN’
do attitude.**

**We hope everyone we work with will be able to
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA





ROLE HERE

DUTIES & RESPONSIBILITIES

Thematic Duties

Strategy and Development

- Work with the CEO and Head of Development colleagues to support and deliver our Income Generation Strategy and Dynamism Investment Principles.
- To support our brand development (online and offline) to help increase organisational presence and awareness on local and national levels.
- To support on the development of a social enterprise model with developed strands of commercial activity as well as contributed income
- Review potential structures to support dynamic work such as social investment.
- Working in close collaboration with Marketing and Communications team members to deliver against business objectives
- To support the planning and execution of promotional events for Powered by CAN
- To support application to and reporting on investment programmes, funding and grantmaking and commercial business development
- To develop and apply intra/entrepreneurial opportunities within Powered by CAN's wider business objectives



ROLE HERE

DUTIES & RESPONSIBILITIES

Thematic Duties

Research, Monitoring and Evaluation

- To research and report on business trends and comparative social enterprise success stories
- Researching businesses, individuals and industry trends to identify potential new clients and markets and ways to serve existing clients better
- Contacting potential new clients using phone and email to gauge interest and plan meetings

Administration

- To support on the implementation and application of a new Customer Relationship Management system
- To participate in and aid communication across the organisation, within the department and externally
- To attend relevant external events to showcase the organisation.
- To research, review and ensure quality of marketing distribution lists.
- Maintain compliance with all anti-spam laws and deliver work in line with GDPR.

DUTIES & RESPONSIBILITIES

Operational and Implementation

- Preparing client presentations and materials, including PowerPoint and sales displays
- Meeting new and existing clients in person
- Negotiating business terms with new and existing clients using phone, email and in-person meetings
- Setting sales goals and ensuring sales team meets them
- Working with senior team members to manage risks
- Preparing and delivering pitches to potential investors
- Attending networking opportunities including conferences and industry events
- To undertake editing, proofreading and ensure consistency of written content for commercial projects
- To work with the marketing team to support delivery of all advertisement and promotion of our services through social media platforms.
- To compile written communications such as reports, website pages and offer descriptions.
- To review and ensure quality of marketing distribution lists.
- Maintain compliance with all anti-spam laws and deliver work in line with GDPR.



DUTIES & RESPONSIBILITIES

General Responsibilities

- To be a supportive and motivated team player.
- To represent the organisation within local and regional networks of supporters and stakeholders.
- To actively participate in regular team meetings and supervision meetings.
- Attend ideas meetings and contribute to discussions about the future and development of Powered by CAN projects.
- To participate in training and development activities as required and to assist with the training and development of colleagues as appropriate.
- To act always in the best interest of Powered by CAN.
- To ensure confidentiality within the organisation at all times.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, Recruitment/Engagement events, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by Management.



ROLE HERE

PERSON SPECIFICATION

Essential

- Effective written and verbal communication skills
- In-depth understanding of business management and operation
- Excellent organisation and project management skills
- Research and analysis skills
- Strong attention to detail
- Working knowledge of word processing tools
- Problem-solving skills
- Numeracy skills
- Good communication skills and an ability to build relationships with internal stakeholders and external clients
- Proactive planning and time management skills with the ability to juggle multiple briefs and deadlines
- Be open to change and new ways of working,
- The ability to problem solve and make decisions
- A positive approach to learning & gaining new skills through teamwork and training opportunities.
- Patience, punctuality, reliability and trustworthiness.
- A positive approach to inclusive practice.
- Experience of direct customer service.
- Experience in a sales environment.

ROLE HERE

PERSON SPECIFICATION

Desirable

- Experience in collaborating with a wide range of people; from the children and young people and their families and other team members and partners.
- Initiative and a 'can-do' attitude,
- Awareness of Child Protection guidelines and relevant legislation
- Awareness of risk assessment and risk benefit
- Experience and understanding of working in a fast-paced environment
- A commitment to the provision of inclusive activities for children and young people.
- Working knowledge of the issues affecting children and young people.
- Previous experience in a similar role.



FURTHER INFORMATION

Deadline: 30th June 2024

Application Form:

<https://89d77627055430.uk.deputy.com/jobs#/>

Application Process:

Stage 1 – Formal Interview (including Presentation or Practical)

Contact Information:

jobs@poweredbycan.org or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory

Employment/Character references.

Please note we are currently using a new application system,
so if you face any technical difficulties please email
jobs@poweredbycan.org

