

Business Development Officer Candidate Pack



Charity No: 1091744
Company No: 4050994



disability
positive

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Introduction

Dear Candidate,

Thank you for your interest in Disability Positive, a charity that has dedicated itself to the lives of people with lived experience of disability and long-term conditions, and their families across Cheshire and surrounding areas since 1992.

We pride ourselves on being a great place to work and progress, and we employ an amazing workforce of over 70 people. We have experienced substantial growth since inception and our services have successfully increased to the point that we are well recognised as a trusted, influential, and supportive organisation; providing services, opportunities, and voice to over 9,000 people with lived experience of disability and long-term conditions per year.

We know it matters, as we live with disability and long-term conditions too.

We hope that you are the kind of person we are looking for, someone; organised, driven and professional to work within our team. If you are interested in the role, please return your completed application to HR@disabilitypositive.org

We'd love to hear from you.

Lynne Turnbull
Chief Executive Officer



Who are we?

We are Disability Positive.

We are a charity based in Cheshire. We love working with others who think like us.

We provide services, opportunities and a voice to people living with disability and long-term health conditions and their families.

We have services to help people with everyday life, being part of their local community and looking after their own wellbeing.

We can offer advice, help with practical tasks and advocate for people in lots of different situations.

We listen and share people's experiences to influence positive change in government policy.

We know it matters, because we live with disability and long-term health conditions too.

Our Values

- **Positive:** It's not just our name, it's how we approach every challenge and opportunity.
- **Collaborative:** We don't believe we can do everything ourselves; we love working with others who think like us.
- **Representative:** We are here to be the voice of people living with disability and long-term health conditions.
- **Ambitious:** We are not going to change the world without thinking big.
- **Trustworthy:** We need to be a place where people feel safe and can come freely for honest and impartial advice and support.

The social model of disability is the starting point for everything we do and is the idea that people are not disabled by their condition, but by a world that doesn't meet their needs.



Our Services: For Adults

Arrangement of Care and Support Service

Support with making sure people's care works for their needs.

Advocacy

Supporting people to say what matters to them and upholding their rights.

Good Company

A fully accessible social group for adults, meeting regularly with the opportunity for day trips too.

Payroll

Supporting people who employ Personal Assistants with payroll management.

Supported Banking

Getting support with banking and auditing for direct payment recipients.

Learning Service

Access to learning and development opportunities for people who employ Personal Assistants, and their Personal Assistants.

Befriending and Counselling

Supporting people to manage their mental health and stay well.

Telephone Information Advice Line

Supporting people to access the information they need provided by us or others.



Our Services: For Children and Young People

Advocacy

Supporting people to say what matters to them and upholding their rights.

Arrangement of Care and Support Service

Support with making sure people's care works for their needs.

Cheshire West Community Connections

Support young people to connect to their local community.

Sensory Hive

Sensory based after school club for young people ages 5-11

Buzz Youth Group & Life Skills

A fully accessible youth group supporting those aged 5-18 to try new things and meet new friends.



Our Services: For Everyone

Volunteer Opportunities

We couldn't be without our team of dedicated and enthusiastic volunteers. People can volunteer their time across a range of services, or join us for a work placement, to gain new skills and contribute to our work.

Membership

We need our members to share their views so that we can continue to develop our services, and be a strong voice to influence local, regional and national government policy.

We welcome anyone with lived experience of disability or a long-term condition or with caring responsibilities.

Policy Influencing

Policy influencing is what we do to influence positive change with local, regional and national government. We want to be a voice for our members and people with experience of disability and long-term conditions and use their views and experiences to influence the kind of changes we want to see.

Disability Equality Training

Support to better understand disability, reducing barriers and changing attitudes.



Organisational Structure

We are a registered charity and company limited by guarantee.

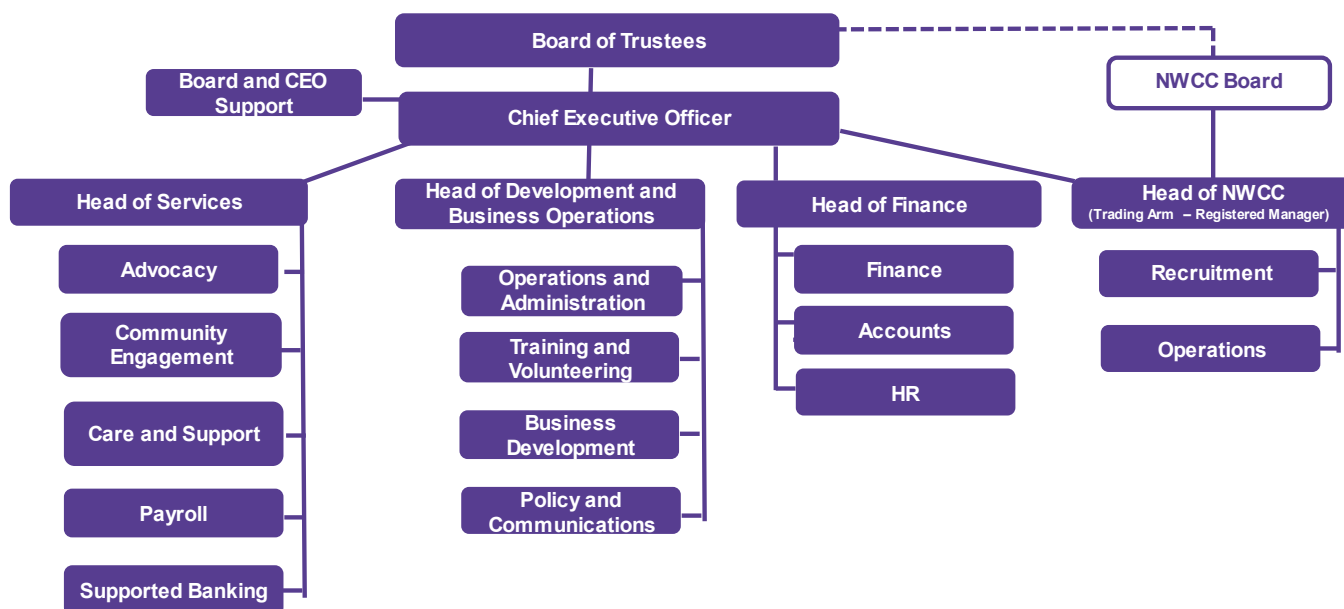
We are governed by 11 trustees who are known as our Board of Trustees. The Board of Trustees are both Directors of the company for the purposes of the Companies Act 2006 and Charity trustees for the purposes of the Charities Act 2006.

The Board of Trustees are responsible for the governance of Disability Positive. Our Board of Trustees have lived experience of disability and long-term conditions and bring a mix of skills that are essential to good governance, ensuring that our activities are conducted in line with our charitable objects, as detailed within our Articles of Association. In addition, we have over 240 members of the charity who all have lived experience of disability and long-term conditions.

Day-to-day management is delegated to the Chief Executive Officer and Senior Staff through a Scheme of Delegation of Board Authority.

We currently employ 53 FTE staff (72 people), with additional support across our services through volunteers. 74% of our workforce also have lived experience of disability and long-term conditions.

Our Organisation Chart



Future Plans

We have finalised our new Strategy 2020 - 2030, with a focus on three strategic themes:

- Positive about offering services that suit the needs of people with lived experience of disability or long-term health conditions.
- Positive about providing the opportunity for people with lived experience of disability or long-term conditions to be part of community life.
- Positive about giving a voice to people with lived experience of disability or long-term health conditions.

We are in a strong financial position, with a robust balance sheet and reserves policy which has supported and should continue to support expansion of our services.

A major part of our income comes from delivering services under contract with a number of Local Authorities and Clinical Commissioning Groups in Cheshire East, Cheshire West and parts of the Northwest. We also provide a number of services that individuals purchase directly from us.



Benefits & Purpose

Job Title:	Business Development Officer
Grade:	4
Salary:	£25,000+ (dependant on experience) per annum FTE, increasing after successful probationary period.
Hours:	35 hours per week (Part time hours across 5 days a week considered)
Holiday Entitlement:	25 days per year + Bank Holidays and 3 gifted days between Christmas and New Year Shutdown.
Other benefits:	An additional two days gifted leave for your Birthday each year, Company Pension, Private Health Care (with medical history disregard) upon completion of probationary period.
Direct Reports:	0
Reporting to:	Head of Development and Business Operations

Purpose

To support the delivery of our Funding and Income Generation Strategy, to ensure that designated areas of responsibility are well managed.

Scope

Strategic Scope

- Makes recommendations to the Head of Business Development and Operations in relation to business development.
- Has the freedom to make some operational decisions aligned to the Company strategy or direction from Senior Management.

Business Skills

- Has a range of management and leadership skills.
- Demonstrates an analytical and methodical approach to problem solving.
- Demonstrates clear leadership and the ability to influence and persuade.
- Involved in the operational or transactional part of the business but also has some influence on strategy and budgets for their business area.
- Responsible for the interrogation and monitoring of reporting requirements.
- Absorbs and applies technical information.
- Has a thorough understanding of their job and how own role relates to other roles and to the business of the employer.
- Keeps up to date with changes and new developments in their area of expertise

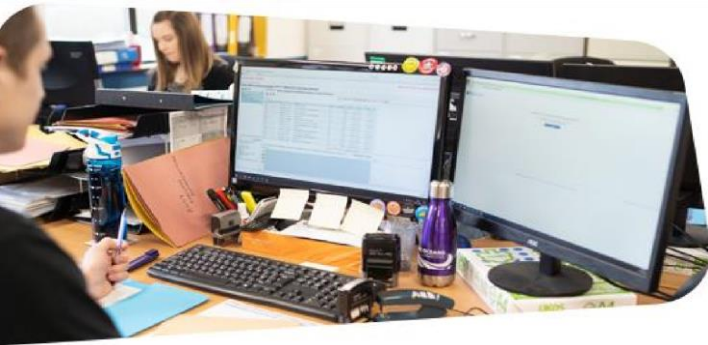
Complexity

- Creatively applies a wide range of technical and/or innovative solutions.
- Has defined areas of responsibility.
- May be responsible for a varied caseload within a department.
- May be responsible for a small internal business project or process.
- Uses discretion in identifying and resolving complex problems.
- Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

Autonomy

- Accountable for delivering assigned tasks within specific or broader projects or functions.
- Operate as a competent professional with minimum supervision.
- Limited decision-making scope on how tasks are to be fulfilled.
- Can easily determine when work should be escalated to a higher level.
- May be required to maintain awareness of developments in the sector of relevance to key tasks.
- May be required to understand the implications of new technologies and legislation on their area of specialty.

Key Tasks



Strategy

- Deliver on designated areas of responsibility to meet the strategic plan,
- Make recommendations to the Head of Business Development and Operations in relation to achieving growth: customer reach, funding and partnerships, that enhance the operation of the Company, position or reputation.
- Make some operational decisions aligned to Company Strategy and/or direction from Senior Management.
- Develop business cases that addresses identified gaps in service to meet the needs of our customers.

Governance

- Maintain sufficient knowledge concerning the security of information and systems and requirements of Company Policies.
- Report against key performance indicators for area of responsibility.

Communication & Relationships

- Establish and maintain effective relationships with commissioners and partners.
- Build an effective working relationship with the Head of Development and Business Operations.
- Ensure that the Senior Management Team receives appropriate advice and information on all relevant matters.
- Provide reports for presentation at Management meetings, regarding performance and escalate any key risks, as required.
- Uphold the company values.
- Keep up with developments in the sector of modern business development practices, by reading legislative updates, guidance and consulting peers.

Other

- Undertake any other duties so directed by the Senior Management Team and within the scope of this post.

Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications/ Experience	<ul style="list-style-type: none"> • Experience in planning and implementation of substantial programmes of activity (e.g., bid writing, tendering and income generation). • Proven experience of partnership and collaborative working. 	<ul style="list-style-type: none"> • Demonstrable success of achieving business growth. • Management Degree or equivalent. • Project Management experience. • Lived experience of disability. 	Application and Interview.
Knowledge	<ul style="list-style-type: none"> • Working knowledge of procurement and tendering processes. • Working knowledge of different funders and fundraising techniques. 	<ul style="list-style-type: none"> • Working Knowledge of the Health & Social Care arena. 	Application and Interview.
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication and presentation skills both written and oral. • Persuasive, diplomatic and a good negotiator. • Excellent networking skills. • Strong commercial awareness. • Ability to work under pressure, plan own work and meet targets and deadlines. • Able to respond to changing priorities. • Drive, energy, and enthusiasm. • High standards of integrity. • A confident manner. • Excellent IT skills. 		Application and Interview.
Other	<ul style="list-style-type: none"> • A commitment to equality and diversity and commitment to achieving positive outcomes for disabled people. • A commitment to the vision, mission and values of the organisation. 	<ul style="list-style-type: none"> • Understanding of the Social Model of Disability. • Understanding of the role of a representative organisation. 	Application and Interview and Pre-Offer checks.

Recruitment Process

How to apply

If you are interested, please complete the following, and return by email to HR@disabilitypositive.org

- Covering Letter & CV
- Recruitment monitoring form

Alternatively, you can download an application via our website at www.disabilitypositive.org

Timetable

Deadline for applications: Sunday 2nd April 2023, 23:59pm

Shortlisting: w/c 3rd April 2023

Interviews: Wednesday 12th April 2023

What we do with your data

In accordance with the Data Protection Act 1998, and the General Data Protection Regulations 2018, the information provided in your application will be used as part of the recruitment and selection process and may be disclosed to those who need to see it.

It will also form the basis of the confidential personnel record of successful applicants.

In the case of unsuccessful applicants, the application form will be destroyed after 6 months, in line with our [HR Privacy notice](#).



Contact Us



Address: Senson House, Denton Drive, Northwich, Cheshire, CW9 7LU

Telephone: 01606 331 853

Email: info@disabilitypositive.org

Website: www.disabilitypositive.org

Facebook: www.facebook.com/disabilitypositive/

Twitter: www.twitter.com/dis_positive

Instagram: https://www.instagram.com/dis_positive/



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