

JOB DETAILS

POSITION	Business Development Manager
JOB TYPE	Fixed term – 1 year
SALARY GRADE	8 (£27,331 + on target earnings of up to £15,000 year 1)
LOCATION	Brighton (Kempton)
DEPARTMENT	Casework
REPORTS TO	Company director

Overview

At Sussex Empowered Living we specialise in supporting adults aged 18 to 65 with mental health conditions, learning disabilities and autism. We help those under our care and support to achieve their personal goals and maximise their independence within their own homes and in the local community. This could involve supporting them in key areas including, but not limited to, life and home skills, work and education access and emotional and behavioural wellbeing.

Job Purpose

To support Sussex Empowered Living to achieve its turnover based business development targets.

Salary

Wages will be paid monthly in arrears by automatic bank transfer. The successful candidate will be measured against achievement of targets based on turnover generated by the company and associated bonuses will be paid tri-annually.

Probationary Period

All employees must successfully complete a 3-month probationary period beginning on the date of employment commencement. Sussex Empowered Living Ltd. reserves the right to extend the probationary period should more time be required to assess the employee's performance.

Hours of Work

The hours of work will be 37.5 hours per week (excluding meal breaks of 2.5 hours per week).

Annual Holidays

The annual leave entitlement will be 5.6 weeks in year 1.

Job Description

Principle duties and responsibilities (in no order of priority):

- To work autonomously, and in collaboration with the Company Director where necessary, to:
 - identify business development and new market opportunities
 - generate ongoing business
 - identify alternative revenue streams
- Pitch for business when identified as a viable development option
- Identify new ways to meet accommodation needs for new clients
- Manage the process of property acquisition to accommodate new clients
- Support the senior team in the management of the office environment where necessary to ensure the smooth running of the business
- Cultivate new, and manage existing, relationships with key individuals in the interest of ongoing and future business

This is not meant to be an exhaustive list. The job holder may be required to undertake other duties as may be reasonably required from time to time.

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- Work in co-operation with members of multi-disciplinary teams to maximise opportunities for service user therapeutic care
 - Participate in meetings as appropriate and attend regular supervision and appraisal sessions
 - Participate in all training courses, including Diploma in Health and Social Care (where necessary)
 - Ensure the safety of Service Users, carers, yourself, other staff and the public, by maintaining a safe environment and reporting faults and concerns where necessary.

This is not meant to be an exhaustive list. The job holder may be required to undertake other duties as may be reasonably required from time to time.