

Job Description

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| Job title | Head of Business and Commercial Development |
| Accountable to | Director of Commercial and Cymru/Wales |
| Objectives | 1. To lead on The Fostering Networks’ business and commercial, developments to ensure significant growth, particularly in relations to the organisations learning, development and training offer and its associated income generation.  2. Lead of the creation and implementation of robust business plans that will focus on increasing the range, quality and offer of The Fostering Networks’ publications portfolio.  3. Develop a strategic and operational plan for the organisations learning, development, training and publications and consultancy offer. |
| Hours per week | 36 (negotiable?) |
| Location | Flexible |
| Status | Permanent |
| Disclosure required?  (The post involves contact with children and/or access to confidential information about children and families) | No |

## Responsibilities and accountabilities

1. To coordinate the work of learning and development staff to enable them to deliver on their objectives, providing supervision and targeted support where required.

2 Design and deliver the organisation’s publications strategy, working in partnership with individuals, teams, and functions across the UK.

3 Identify new business opportunities associated to learning, development, training, and publications to generate revenue, improve profitability and hep the organisation grow.

1. Lead of the creation and implementation of robust business plans that will focus on income generation by increasing sales and the quality of The Fostering Networks’ learning and development offer as well as its publications portfolio.
2. Work closely with colleagues across the organisation including the senior leadership team on cross-organisations and operational planning and projects.
3. Accurately record all business development activity and sharing commercial intelligence across the wider organisation, such as competitor insight, marketing insight and relevant commercial news.

## Management

Deliver sound personnel management in accordance with The Fostering Network’s policies, procedures and practices in line with the organisation’s values.

Manage all staff associated with learning, development, and training responsibilities in line with agency expectations and support them to achieve their personal objectives

## Budget

## Yes

## General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

## Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

## Knowledge and Experience

**Essential**

1. Experience of managing a diverse and geographically dispersed staff team.
2. Highly developed interpersonal skills with an ability to influence, motivate, negotiate, and manage conflicting priorities across multiple stakeholders.
3. Experience of managing organisational planning and budgetary processes.
4. Experience of designing and delivering engaging workshops and planning sessions.
5. Proven experience of solving complex issues through analysis, strategy setting, and ensuring buy-in with a tactical approach.
6. Strong organisational skills with an ability to work efficiently, prioritise, and deliver multiple projects to tight deadlines whilst maintain a professional approach.
7. Excellent writing skills, able to summarise complex information accurately, drafting clear reports and communications.
8. Understanding of customer service principles.
9. Have great attention to detail and be able to prioritise and manage a heavy workload.
10. Possess a proven track record in new business development that generates income.
11. Initiative to identify and promote innovative new and existing ideas to drive business forward.
12. Understanding of the principles of effective marketing and communications

**Desirable**

1. Understanding and working knowledge of UK foster care.

1. Experience of user engagement and consultation with groups of members or stakeholders and working in partnership to develop new services, initiatives, publications, and services that are income generating.

**Skills and abilities**

**Essential**

1. Effective people management and an ability to motivate and inspire teams of staff, volunteers, and external stakeholders
2. Ability to role model excellent customer service and to develop and build strong working relationships with internal and external groups
3. Creative thinking, problem-solving and the ability to identify opportunities from existing activity
4. Strong communication skills and the ability to listen to and empathise with different stakeholder groups
5. Strong budgeting and financial management skills

## Additional Information

**Pay and conditions of service**

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| Band | The Fostering Network Band |
| Salary |  |
| Annual Leave | 25 Days plus 5 Fostering Network days. |
| Probationary period | 6 calendar months. |
| Notice period | 12 working weeks  One week during probationary period. |
| Hours of work | 36 per week (negotiable?) |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:  Employee contribution is 3% of gross annual salary  Employer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite and members of staff can join if they wish. |