**Business Development Manager**

Job pack

Thank you for your interest in working at Bexley Deaf Centre.

This job pack should give you everything you need to know about how to apply for this role and what it means to work for us.

In this pack you’ll find:

* An overview of Bexley Deaf Centre
* An overview of the role
* The job description
* The person specification
* Staff benefits
* Terms and conditions

**Overview of Bexley Deaf Centre**

Bexley Deaf Centre (BDC) is a small and dynamic, well-established charity which has been serving the borough since 1994. Our work is focussed exclusively on supporting people who are Deaf or hard of hearing. We work to raise awareness, break down barriers and promote understanding within the community.

All BDC staff are confident in communicating in British Sign Language, with most qualified to BSL Level 2 or above.

Our charity is accessed on average more than 10,500 times every year and our income is currently generated via local government/NHS grants, private funder grants, fundraising and from our BSL and deaf awareness courses.

This is an exciting time to join our organisation; we are about to launch an ambitious new 5-year strategy and are actively expanding and developing the support and services that we provide.

** The role**

**Responsible to:** CEO

**Hours of work:** 20 Hours per week (4 x 5 hour shifts, although flexible working may be considered for the right candidate.)

**Areas covered:** Bexley Borough

**Office Base:** Bexley Deaf Centre, 5 Brampton Road,

 Bexleyheath, DA7 4EZ

**Salary:** £21,051 pro rata (£36,840 fte)

**Length of contract:** 12 months

**Please note: This position is initially funded through a 12 month funding programme. It is our intention that the successful applicant will seek further funding to ensure the continuation of this service.**

Following a period of intense strategic planning and redesign of services, we are seeking a dynamic and driven Business Development Manager who can spearhead our fundraising initiatives, lead the development of new projects and support organisational change to facilitate the growth of our services.

You will be part of the Senior Leadership Team, playing a pivotal role in shaping the future of our organisation to maximise the positive impact that we have on our member’s lives. Starting with a strong foundation to build upon, you will lead on fundraising activities and service development to support our exciting new strategy.

**\*An enhanced DBS will be required for the successful candidate, paid for by Bexley Deaf Centre (T&Cs apply)**

** Job description**

**Fundraising and project development:**

* Lead the implementation of Bexley Deaf Centre’s Fundraising Strategy, reviewing existing fundraising strategies, identifying opportunities for development and introducing innovative strategies to achieve fundraising goals.
* Research and pursue new funding opportunities; including grants, legacies and social enterprise/earned income opportunities.
* Develop compelling cases for support, tailoring funding bids and applications accordingly.
* Develop and maintain funding pipelines, providing reports to the Trustee Board
* Support and line manage part-time members of the team (may be required to support more staff if the role grows/adapts)
* Support the Chief Executive in extending and strengthening relationships with existing partners and developing new relationships.
* Ensure all fundraising initiatives adhere to best practices, ethical guidelines and legislation.
* Identify and evaluate opportunities for new projects and initiatives aligned with the mission and objectives of the organisation.
* Lead the development of project proposals, including conducting needs assessments, defining project scopes, and establishing timelines and budgets.
* Collaborate with internal teams and external partners to ensure successful project implementation and delivery**.**

**Organisational Change and Growth:**

* Work closely with the senior leadership team to identify areas for organisational growth and improvement.
* Champion initiatives aimed at enhancing organisational capacity, efficiency, and sustainability.
* Support change management processes to foster a culture of innovation and continuous improvement.
* Coach, motivate and guide staff and volunteers.

**Other:**

* To be familiar with and work within the organisation and the service’s values policies and procedures, maintaining records and reports accordingly.
* To be a part of the Senior Leadership Team, supporting the wider team in the absence of other management.
* To attend and participate in team meetings, supervisions, appraisals and training as required.
* To support anti-discrimination policies and procedures and always promote equality of opportunity.

 **Person specification**

**Essential requirements**

**Skills, Abilities and Knowledge:**

* Demonstrated success in securing funding from diverse sources and exceeding fundraising targets.
* Strong strategic planning and analytical skills, with the ability to identify opportunities and develop effective strategies.
* Excellent communication and interpersonal skills, with the ability to influence stakeholders at all levels.
* Able to develop rapport and build strong relationships with a wide range of people, including people who are Deaf or with hearing loss, commissioners and funders.
* Excellent time management, organisational and administrative skills
* A high level of literacy with experience of proofreading and editing reports.
* Strong computer literacy skills including use of Microsoft 365 tools, Canva.
* Demonstrate good understanding of the challenges and opportunities facing the charity sector.

**Experience:**

* Proven experience in fundraising, business development, or project management within the charity sector.
* Experience with change management processes and driving organisational growth and development.
* Understanding of impact measurement and reporting
* Experience of leading a team including coaching, wellbeing and development

**Values and Personal Qualities:**

* Have a passion for, or interest in, supporting people with hearing loss.
* Demonstrate an understanding and commitment to promote equal opportunities, diversity and safeguarding.
* Able to influence people to positively participate and quickly build rapport with others.
* Calm under pressure
* Pro-active and confident to work without direct supervision.
* Uses initiative and creativity to make decisions or recommend solutions to challenges.
* Always looking for ways to improve service
* British Sign Language L2 qualified (desirable)

 **Staff benefits**

* Workplace pension scheme
* Annual leave of 5.6 weeks, plus additional time off at Christmas plus some public bank holidays
* Flexible approach to working arrangements
* Health and wellbeing – access to employee assistance programme
* Discounts at local shops and restaurants (through Blue Light Card)

**In accordance with Bexley Deaf Centre policy we will need the successful candidate to be screened by the DBS. However, a criminal record may not necessarily exclude you from being able to take up the job.**

We actively encourage and welcome applications from everyone; including applicants with lived experience, those who are Lesbian, Gay, Bisexual, Transgender, Queer (or questioning), Intersex and (asexual) (LGBTQIA+), people with a disability, and people from Black, Asian and Minority Ethnic (BAME) backgrounds.

As a Disability Confident Committed employer, we are happy to discuss any support or adjustments you may need during your application and/or interview process.

** How to apply**

Please submit your CV and covering letter to: tania@bexleydeafcentre.co.uk

**Closing date for applications:** 5pm, 15th September 2025

**Interviews will be held on:** Thursday 25th September 2025

Please bear in mind when you write your covering letter that you demonstrate your understanding of the role requirements, how your knowledge, skills and experience make you the right choice of candidate.

**Want to chat about this role?**

If you have any further questions about the role or would like to discuss anything in this pack further, please contact Tania Bushell by emailing tania@bexleydeafcentre.co.uk or calling 01322 351122