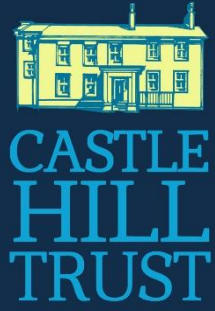




MARYPORT SETTLEMENT



JOB DESCRIPTION

POSITION:	Business Development Manager
LOCATION:	Maryport, Cumberland. Remote and/or On Site
WORK CAPACITY:	Initially, this is a limited budget project and the number of hours per week can be at the candidate's discretion, with the agreement of the employer.

MAIN JOB SUMMARY:

Maryport Educational Settlement began life in 1937, partly as a result of a government initiative to bring relief to some of the most disadvantaged areas of the country. This was a time when the country was struggling to rebuild after the Great Depression of the 1920s.

Since then, in the ownership of a number of charitable organisations, it has carried out its original brief. This has been mainly, though not exclusively, through the Arts, in its broadest sense.

The arrival of the internet, making easy access to YouTube and TikTok, has made the traditional model of further education largely redundant.

So, Castle Hill Trust, the present guardians of The Settlement want to embark on a radical (for us) approach to make us more relevant to the people of Maryport.

We have been inspired by the work the British Council has done on Creative Hubs ([Creative Hubs - The British Council](#)) and we would like to adopt that approach here.

To that end, we wish to employ a freelancer with relevant experience in the Creative sector to develop and implement a strategy for delivering this Project. The appointment will initially be for a fixed number of hours, but if more funding can be found, this could be extended.

The post holder will manage the BD process, leading on the development of new funding and business proposals and developing partnerships with local creatives who would like to be part of our new Centre.

The postholder will report to the Trustees of Castle Hill Trust. This includes acting as a lead/senior point of contact for the Business Development, managing external relationships and correspondence.

MAIN DUTIES AND RESPONSIBILITIES:

1. Work with Castle Hill Trust to identify priority activities for inclusion; programme innovations and development, and developing fundraising strategy.
2. Identify relevant funders, funding opportunities and business partners to support the continued growth and evolution of Castle Hill Trust's core activities in the Creative Arts.
3. Develop strong relationships with a range of Stakeholders, including funders and partners, in order to deliver the Project
4. Work with our marketing officer to develop and implement a business-focused communications strategy in support of developing The Project. This includes targeted communications to help raise our profile, generate business and funder interest, and to develop a wider network of prospective business contacts.
5. Manage relationships with funding partners, delivery partners, stakeholders to ensure our business interests and objectives are achieved.
6. Identify, research and vet business development opportunities and present models to the Trust.
7. Lead the funding bid-production process, liaising with partners and writing bids whilst ensuring timely input from Trustees to support high-quality on time bid submissions.
8. Support, through guidance and insight, the application of evidence and relevant project evaluation to the bid writing process and to organisational knowledge and expertise.
9. Work with our operations team and new external partners/stakeholders where relevant to implement contracts and new project agreements effectively, assuming suitable funding has been obtained within the timeframe of this (employment) contract.

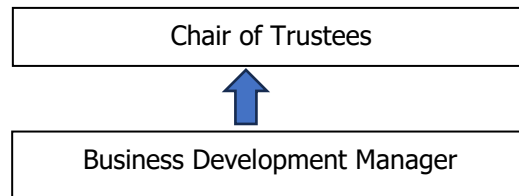
This would include being a key point of contact within the team for internal and external stakeholders; ensuring managers are fully briefed on contractual commitments, KPIs, resourcing requirements, organisational roles and responsibilities; attending Project Initiation meetings to ensure smooth transfer of management responsibilities from Business Development to Operations

10. Contribute to the vision and values of Castle Hill Trust as a community focused organisation

POSITION WITHIN THE ORGANISATION:

REPORTS TO:

POSITION:



QUALIFICATIONS AND COMPETENCY REQUIREMENT:

Qualifications

Experience

- Preferably educated to degree level and / or with research experience
- Two years proven track record of effective bid writing and business development.
- Experience and understanding of business development within the Creative Arts sector.
- Demonstrable experience in managing relationships with external partners/stakeholders to deliver effective bid/funding proposals and develop new programming.

<p>Skills</p> <p>Knowledge</p>	<ul style="list-style-type: none">• Previous experience of developing and implementing fundraising strategy in relation to Creative Arts .• Experience of Community and trust/grant Fundraising.• Highly articulate with excellent writing & communication skills• Excellent research analytical skills, including into government policy, and the ability to obtain and update varied demographic information.• Commercially astute and detail focused with negotiation skills.• Self-motivated, solutions-oriented and flexible• Able to manage the business development process including finance and operations.• Demonstrable knowledge of commercial, finance and market related requirements for Funding bids to major Arts Funders
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REMUNERATION: £19 per hour

Sufficient funding is available for approximately 500hrs/80dys.