

## Business Development Project Manager Job Description

<b>Job title:</b>	<b>Business Development Project Manager</b>
<b>Responsible to:</b>	Finance Manager
<b>Hours of Work:</b>	2 days per week (including one day Mon-Tue)
<b>Location:</b>	Donnington Doorstep
<b>Pay and benefits:</b>	£23,398 - £25,295 pro rata Holiday entitlement is 6 weeks p.a. pro rata inclusive of bank holidays. A pension scheme is available. One year contract.

**Staff have an individual responsibility to safeguard & promote the welfare of all children; to be an advocate for children’s right to play, to be listened to & to be safe.**

### Outline of Post

To raise the profile of Donnington Doorstep, building our brand and awareness of our services, focusing initially on increasing the take-up and profile of our Pre-School for children aged 2 – 5 years and ensuring the smooth running of the business functions in relation to Pre-School.

### Main Tasks and Responsibilities

1. Market research into the needs and wants of families with pre-school age children in our catchment area and in the wider surrounding areas of Oxford, taking into account the needs of parents/carers who are working, not working, and/or aspiring to work.
2. Reporting to the Director and the Board on the market place in relation to the needs and wants of families.
3. Formulating a business plan for Pre-School 2019-2022 with recommendations for pricing and income generation, taking into account the landscape and strategic direction for Early Years in Oxfordshire, leading to the increased commercial success of Pre-School.
4. Developing and implementing a marketing plan for Donnington Doorstep, building the brand, understanding our services, and distilling our distinct offer and what makes Doorstep unique.
5. Promotion of Pre-School and raising the profile of Pre-School in particular, leading to increased take up of places, working in close collaboration with the Pre-School Manager to understand and reflect the educational status of the setting rated ‘Good’ by OFSTED.

6. Expressing and upholding the values and ethos of Donnington Doorstep – equality, empathy and empowerment - and conveying the values and ethos in all communications.
7. Fulfilling and undertaking the business functions of Pre-School including termly registrations, termly invoices, and to fulfill some of the administrative functions of the setting.
8. Working in partnership with funders, partners and stakeholders as appropriate to promote and celebrate services run in partnership.
9. To ensure that appropriate confidentiality is maintained.

NB This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced DBS Check.

## Business Development Project Manager Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, Qualities, Abilities and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good business sense</li> <li>• Ability to conduct market research and gather the needs of families with children in the pre-school years</li> <li>• Ability to form a sound understanding of the landscape of Early Years (EY) and/or to possess a sound understanding of the EY landscape</li> <li>• Research skills</li> <li>• Ability to analyse information and make recommendations</li> <li>• Ability to build and write a business case</li> <li>• Inherent understanding of the balance between generating income and being inclusive to vulnerable children and accessible to families who are struggling or lack opportunity</li> <li>• Chime with the Doorstep values of empowerment, equality and empathy</li> <li>• Deep understanding of marketing and ability to produce a marketing plan</li> <li>• Excellent communication skills, including listening</li> <li>• Ability to communicate with a wide range of audiences and diverse groups of people, building positive rapport</li> <li>• Ability to build positive relationships</li> <li>• Ability to meet deadlines</li> <li>• Ability to maintain confidentiality and safeguard self and others</li> <li>• Good initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Early Years Framework</li> <li>• Knowledge and understanding of the needs of children 0 – 5</li> <li>• Knowledge and understanding of the needs of parents and families</li> <li>• Knowledge of Vulnerable 2s funding, funded hours and government funding for EY</li> <li>• Knowledge of services for children and families</li> <li>• Knowledge of communities in Oxford, especially the communities of East Oxford</li> <li>• Knowledge of organisations serving communities in Oxford</li> <li>• Additional languages</li> </ul>

<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience of identifying need</li><li>• Experience of communicating to external audiences</li></ul>	<ul style="list-style-type: none"><li>• Degree or higher qualification in Education, Early Years, or fields related to working with Children and Families</li><li>• Degree or higher qualification in Marketing, Business Management, Project Management</li><li>• Management experience in Early Years setting/s</li><li>• Significant experience of working in the education sector and/or in related fields of childcare and development and/or in a professional capacity with children and families</li><li>• Project Management</li><li>• Proven track record of increasing take up of services</li><li>• Proven track record of increasing brand awareness and building brand</li><li>• Marketing background</li></ul>
	<p><b>Please note</b> This is a one year contract.</p> <p>Satisfactory DBS is essential.</p>	