



## **Business Development Manager**

Fixed term contract – 1 year

Part time - 3 days / 21 hours per week

Based: Future Business Centre, London Road, Peterborough, PE2 8AN

Salary: £30,600.00 pro rata - £18,360.00

Reports to: Centre Manager, Peterborough

This is a great opportunity to take on a challenging role for an innovative organisation working at the forefront of providing workspace, business support and finance solutions for charities and impact ventures. This role will support the growth of Future Business Centre Peterborough through stakeholder engagement, partnership building, promoting Allia's services in the city supporting start-up businesses in the social and environmental sectors through an ERDF-funded business support programme.

## **Main Duties and Responsibilities**

### **1. Stakeholder Engagement / Relationship Building (approximately 2.5 days/week)**

- You will identify and actively engage with key stakeholders in and around Peterborough for the purpose of mapping, developing and facilitating the wider understanding of Allia and the Future Business Centre by these stakeholders.
- You will identify and recruit suitable entrepreneurs and businesses onto the Serious Impact programme.
- You will provide support and coordination, alongside the Centre Manager, to Peterborough-based staff ensuring that the CRM is kept up-to-date with correct contact and ownership information ensuring that the CRM is being used effectively by the team for engagement activities.
- You will act as a spokesperson and ambassador for the FBCP and Allia and help promote Allia's events and services in Peterborough.
- It is expected that you will spend an appropriate amount of time at networking events, seminars, workshops and conferences in Peterborough identifying opportunities, logging these in the CRM, and then making appropriate follow-ups.
- You will identify opportunities for stakeholders and external companies to utilise free and paid services offered by Allia, including events, services workspace, co-working/hotdesking, virtual offices, Grow Kitchen + Bar, Innovation Lab and conference & meeting space.

### **2. Engaging with Peterborough's Skills Agenda (approximately 0.5 days/week)**

- To identify projects, events or training that can further Allia's enterprise support outreach to new audiences including young people, female entrepreneurs and migrant communities.
- To support the STEM Fest and Careers Fairs to raise aspiration in young people and to showcase relevant programmes within Allia that promote entrepreneurship as a complementary pathway to further and higher education.
- You will support Allia in seeking further opportunities to provide support that can be delivered. This includes support for The Peterborough Skills Agenda, outreach and engagement with education and academic institutions including schools, colleges, UTC and University Centre, as well as other projects where there are opportunities for Allia to be involved or deliver enterprise support.

### 3. Other

- You will assist Allia by undertaking any such activities as may be reasonably requested.
- You will work closely with all areas of the organisation, but particularly with the Centre Manager for FBC Peterborough, the Director of Enterprise Support, Marketing & Communications Manager and Allia's Business Advisors.

### **Skills, Qualifications & Personal Attributes Required**

- Knowledge of Peterborough business ecosystem.
- Keen networker with experience building relationships/partnerships.
- Enjoys outreaching to new companies/people where no contact exists already.
- Demonstrable track record of building and developing mutually beneficial relationships.
- Understanding of the business and start-up environment.
- Experience of managing own time and territory.
- Experience of working to and reporting against performance targets and outputs.
- Excellent written and oral communication skills.
- Presentational and communication skills in formal and informal settings.
- Excellent record keeping and administrative skills.
- Experience with social media promoting events and programmes.
- Knowledge and demonstrable experience of impact ventures.
- Ability to adapt quickly.
- Confidence in own ability.
- Proactive, with a high level of initiative.
- Ability to prioritise a varied and challenging workload.
- Personable team worker, but work independently.
- Ability to create innovative solutions

To apply please send a covering letter along with your CV including contact details of two referees to [recruitment@allia.org.uk](mailto:recruitment@allia.org.uk)

Closing date for applications: Friday 7<sup>th</sup> April 2017.

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