

## Job Title: Business Development Manager



**Salary:** up to £45,000FTE, plus 3% pension

**Hours:** 4 days per week (0.8FTE) This could include working full-time during term-time only or flexible/compressed hours.

**Annual leave:** 28 days pro rata

**Contract:** permanent.

**Probation:** 3 months

**Perks:** 2 days pro rata paid volunteering

**Location:** Hybrid (Must be based in North East England or within 90-minute commute for ease of accessing regular team meetings. Regular office will be home working)

**Responsible to:** Managing Director (CEO/Operations Lead)

**Start date:** ASAP. October

### Job Summary

This is a new and exciting opportunity for an experienced, hands-on Business Development Manager to join a growing social enterprise at a pivotal moment of national growth. You'll lead on securing income through contracts, tenders, grants, and traded services, taking full ownership of the business development function from prospecting to proposal, and from pitching to handover.

This is not an entry level role. We're looking for someone who already knows how to build and run a successful business development function and is excited to apply that experience in a purpose-led context.

You'll be leading the full income generating process from identifying opportunities and pursuing them to writing compelling bids, building relationships, and converting leads into sustainable revenue. You will also be comfortable with the administration that comes with working with funders.

### Role Context

You won't be managing a team (yet), so we're looking for someone who's confident working independently; equally comfortable with research, writing, relationship management, and seeing things through to delivery. You'll work closely with our CEO (who also leads operations), our Marketing Officer, and our Project Administrator to ensure the income you generate is aligned with our mission and deliverable by our team.

As we prepare to launch our new qualifications, this role will play a central part in helping Junction Point CIC expand from a strong regional foundation to national reach.

## Key Responsibilities

As Business Development Manager, you will:

- Lead the development and implementation of Junction Point's business development strategy
- Proactively identify and pursue new income opportunities across contracts, grants, and traded services
- Write high-quality tenders, funding bids, and proposals that reflect our values and offer
- Build and maintain a strong sales pipeline using CRM tools (to be introduced)
- Track and report on conversion rates, income secured, and pipeline progress
- Represent Junction Point at sector events and networking opportunities
- Manage relationships with commissioners, partners and funders from first contact to deal close
- Work with the CEO and Marketing Officer to shape offers, pricing and marketing strategy
- Coordinate smooth handovers to delivery teams and maintain accountability through contract start-up
- Contribute to strategic planning, forecasting, and organisational growth

## Person Specification

We're looking for a confident, experienced business development professional who can lead, deliver and grow income across multiple channels. You will have:

- Significant (eg 5yrs+) proven experience in business development, fundraising, and/or tendering in a social enterprise, charity, or adult skills (qualifications) environment.
- Experience in taking a new product or service to market -and ideally launching something new, not just repeating a process.
- Strong commercial awareness; understanding pricing, value propositions and client needs.
- Excellent bid writing and communication skills, with a portfolio of successful bids or deals.
- Confidence managing relationships with senior stakeholders and representing an organisation externally.
- The ability to work at pace, independently, and with minimal supervision while being collaborative across a small team.
- A good understanding of social impact and purpose-led business models.
- Alignment with Junction Point's values and a commitment to purposeful work.

## How to apply

Please request an application pack via [hello@junctionpoint.co.uk](mailto:hello@junctionpoint.co.uk) where we can give you more details about the role.

**Deadline:** 9.00am, 24<sup>th</sup> September. Interviews anticipated: 1<sup>st</sup> and 2<sup>nd</sup> Oct.

*We anticipate a high volume of applications for this post and so will not process any LinkedIn or AI generated applications. Please ensure you meet the core experience requirements before applying.*