

Business Development Worker

Job Title:	Business Development Worker
Position:	Temporary 12 month Part-time
Salary:	Gross Salary £15,000 per annum
Hours:	3 days per week (flexible working days/hours, may include occasional weekend and evening hours)
Probationary period:	2 months
Place of work:	Based at Turtle Dove Cambridge's office (Church of the Good Shepherd, Mansel Way, Cambridge, CB4 2ET) Applicant will be expected to travel as a part of this post
Responsible to:	Managing Director
Start date:	Week commencing 20th January 2020 to December 2020

Please note -If a suitable candidate is found prior we will employ earlier

Annual Leave:	16.8 days + bank holidays (when falling on a normal working day)
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Who we are:

Turtle Dove Cambridge (TDC) is a small social enterprise working with young women between 14 - 23 years old who are not in education, employment or training (NEET)/at risk of becoming NEET and for whom poor mental health and lack of confidence are primary issues. Receiving referrals come from organisations such as the Cambridgeshire County Council and Housing Providers, we provide youth support and work experience at events across the city of Cambridge including community events for older people hosted by the young women. Tasks at events include serving food and drink, guest registration and set up and clear down of events. Events range from Charity fundraisers to private parties. Additionally we provide vintage china supply service for up to 100 people.

During our initial 4 years of operations to date, we have worked with approximately 30 young women annually, supporting around 150 events.

Recently we have started fundraising events and activities to take a small team of the young women we work with to gain work experience with young women's projects in Brazil.

Operating for 4 years without active marketing, TDC wants to drive forward this area of untapped potential, to realise our vision to grow the enterprise and increase the impact of our services.

The successful applicant will work closely with the Founder and key members of the enterprise. This is an exciting, significant role which will support us in building our customer base, scale sales, analyse current and potential income streams and the development and implementation of an effective marketing strategy.

As this is a new role the successful candidate will be adaptable and committed to making a difference to the lives of young women through working with a small team. They will demonstrate initiative and understanding.

Aims and objectives of the role:

- To increase TDC's sales and outreach
- To ensure, with the Managing Director, efficient delivery of events
- To increase the TDC volunteer base
- To be a point of contact for customers and partner agencies

Key duties and responsibilities:

- Scaling the sales of TDC
- Identifying sales leads and clients
- Maintaining a good working relationship with new contacts
- Creating and implementing a strategic marketing strategy
- Raising the profile of the work of TDC
- Creating purposeful partnerships to increase event bookings
- Logistics management of event bookings including event enquiries, invoices, venue visits, staffing requirements, transport
- Analysis and presentation, with the Managing Director, of TDC data collected via our information management system to the Board of Directors
- Quarterly reporting of TDC operations including participant engagement reviews, waiting list data and events activity
- Partnership development
- Contributing to TDC strategic review and plan
- Brand development
- Supporting fundraising applications

Other duties:

To provide any other reasonable duties related to the post.

TDC is committed to safeguarding and promoting the welfare of children, young people and the adults at risk who we support. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). If you have any concerns or questions regarding the DBS process please get in touch. Please note disclosures are preferred at point of application and will be risk-

assessed by the Board of Directors and our Safeguarding Officer and Supervisor separate to interview panel.

Reporting to: Managing Director

Person Specification:

This post is restricted to women only under the Sex Discrimination Act 1975 sections 7 (2)(d) & (e).

Criteria	Description	Essential or Desirable
Experience	<ul style="list-style-type: none"> • Customer relations • Working in the voluntary/charity sector • Working in hospitality or events • Work with young women at risk • Management of information systems • Fundraising • Sales • Marketing • Use of Social Media for marketing • Building partnerships between social and charity sector with businesses and other organisations 	Essential Desirable Desirable Desirable Desirable Essential Essential Essential Desirable Desirable
Skills	<ul style="list-style-type: none"> • Good communication skills • Organisational and Administration skills • Problem-solving • Car driver with own car 	Essential Essential Essential Desirable
Qualifications	<ul style="list-style-type: none"> • Business related qualification 	Desirable
Behaviours	<ul style="list-style-type: none"> • Motivated / driven • Friendly and engaging • Passionate • Focused 	Essential Essential Essential Essential

	<ul style="list-style-type: none"> • Respectful and open • Planning • Team work • Adaptability • Resourceful • Commitment to gender equality and women's rights 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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Application Process:

Please write a covering letter addressing the person specification (no more than 1 side of A4) and send with a CV (no more than 2 sides A4) to kate@turtledovecambridge.com.

Deadline for applications is 5pm on the 20th December 2019.

Invitations for interview should be received by 23rd December 2019.

Interviews will take place in Cambridge on the week starting 6th January 2020.

If a suitable candidate is found prior we will employ earlier.

We will endeavour to respond to every applicant but as a small team will prioritise shortlisted candidates.

The position is subject to collection of two references. On acceptance references will be taken up immediately.