



BUSINESS DEVELOPMENT COORDINATOR: CAMPAIGNS & SPONSORSHIP

JOB TITLE:	BUSINESS DEVELOPMENT COORDINATOR
REPORTING TO:	HEAD OF BUSINESS DEVELOPMENT
LOCATION:	INSPIRE, CHORLEY YOUTH ZONE
HOURS:	40 HOURS PER WEEK
SALARY:	£26,000 - £32,240 PA DEP. ON EXPERIENCE
HOLIDAYS:	33 DAYS (INCLUDING BANK HOLIDAYS)
KEY RELATIONSHIPS:	HEAD OF BUSINESS DEVELOPMENT & COMMUNICATIONS, BUSINESS DEVELOPMENT TEAM, CHIEF EXECUTIVE, HEAD OF OPERATIONS, LOCAL BUSINESSES & SUPPORTERS



ROLE SUMMARY

This newly created post of Business Development Coordinator will be central to supporting the wider Business Development Team in generating the income needed to support thousands of local young people.

Reporting to the Head of Business Development and Communications you will be responsible for the delivery of the charities income generation campaigns including new sponsorship strategy, building new meaningful relationships and securing and stewarding this income stream.

Scope of Role:

- Implementation of brand new campaigns (including sponsorship opportunities) on behalf of Inspire Chorley Youth Zone
- Generating funds to an agreed target
- Developing new and maintaining strong relationships with sponsors



KEY DUTIES & RESPONSIBILITIES

Researching funding opportunities

- With full consideration to the Fundraising Strategy, identify a pipeline of potential new campaign supporters, developing an understanding of their profiles and how and why they might support Inspire, Chorley Youth Zone
- Grow the support of current funders, identifying opportunities for them to continue their support.

Recruitment and Stewardship

- Implement Inspire's Campaign Strategy, managing your pipeline and developing, writing and submitting high quality sponsorship proposals.
- Take an innovative and flexible approach to securing campaign income in accordance with the Fundraising strategy; think beyond the traditional methods and consider new approaches to fundraising partnerships.
- Manage the stewardship commitment for all campaign sponsors ensuring regular, detailed and compelling updates are provided in line with agreements made.



Fundraising Administration

- Be self-administering including responsibility for maintaining fundraising pipeline spreadsheets.
- Maintain fundraising files, applications and records.
- Liaise with Head of Business Development to ensure sponsorship commitments are received and are allocated appropriately.

Team working

- Work closely with the Head of Business Development, department heads and others to identify and pursue opportunities.
- Develop comprehensive knowledge of the organisation and its work.
- Any other duties commensurate with the general level of the role as directed by the Head of Fundraising.

SKILLS & EXPERIENCE

Person Specification

We are looking for high calibre applicants who want to use their skills to “make a difference” for thousands of local young people. Applicants should be able to demonstrate that they have the experience, knowledge, skills and aptitudes listed below:

Experience

- Experience of effective planning and organisational skills including project planning, costing, prioritisation and time management.
- Successful negotiating, presentation and reporting skills.
- Ability to develop operational plans and deliver KPIs in collaboration with a number of key stakeholders.
- Successful influencing and communication skills.
- Ability to develop and manage senior relationships with sponsors and senior internal stakeholders.
- Ability to represent Inspire Youth Zone at external events or with external stakeholders, as appropriate.

Skills, Knowledge and Aptitudes

- Ability to prioritise tasks, manage own time and achieve strict/multiple deadlines
- Highly developed verbal and written communication skills
- Ability to research and check effectively and creatively, not just mainstream areas, with a close attention to detail
- High level of IT competence including excellent internet research skills and database management
- Ability to cultivate and maintain relationships to secure sponsorship and work effectively with partner organisations
- Ability to work with varying degrees of support; from working completely under own initiative to working collaboratively with a lot of input and critique
- Willingness to understand and fully engage with Inspire Youth Zone’s wider Fundraising strategy and values and contribute positively to the workplace
- Driving License (Desirable)

Behavioural qualities

- Focussed and organised
- Results-driven, determined and resilient
- Tenacious and confident
- Ability to build positive personal and organisational relationships
- Able to negotiate and balance competing priorities with consideration to ethical implications
- Commitment to the Youth Zone’s mission
- A willingness to work unsociable hours when required and to travel where appropriate both in the region and beyond

APPLICATION PROCESS

Email your CV, together with a covering letter OR a 2 minute video telling us about yourself and why you think you're the right person for this role to: Karen.Hunter@inspireyouthzone.org

Interviews: Interviews will take place throughout the recruitment period so please don't delay in sending us your application.

Disclosure and Baring Service check:

In accordance with our Child protection and Safeguarding procedures, this position requires an enhanced DBS check

SKILLS & EXPERIENCE

With over 5,000 local children and young people as members, Inspire Youth Zone opened in 2018, making a bold statement about the importance of giving young people high quality places to go in their leisure time and the importance of 21st century youth work.

Open 7 days a week, at weekends and during school holidays, Inspire Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults.

Our state-of-the-art £4.8 million building provides young people with access to a range of amazing activities and opportunities whilst gaining support from friendly, warm and positive staff and volunteers. Our facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

OUR VISION

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

OUR MISSION

To provide an inspirational and exciting place for the young people of Chorley to make friends, try new things, have fun and access support when needed.

OUR VALUES

Always Inspirational

- Encourage young people to have fun and participate.
- Make a positive difference to the lives of young people.
- Be the person we needed when we were young.

Provide Leadership

- Be organised and ambitious, the best
- Bring high energy, enthusiasm, innovation & creativity to every session.
- Take responsibility and get involved, if something needs doing, do it.

Be Excellent

- Be great at what we do but strive to be and do better
- Be clear & focussed about what is important (young people)
- Advocate for young people and for Inspire
- Demonstrate confidence & leadership, be calm, interested & honest.
- Show respect, concern & kindness for others, always.
- Be reliable & consistent for the team and young people.

Be a Positive Role Model



Onsite fitness gym/boxing



33 days annual leave (pro rata)



Convenient location, easily accessible



Employee Benefits Programme*



Partnership working



Learning and development opportunities



Flexible working



Pension scheme



Part of a wider network



Branded workwear



Working with like-minded people and cultures



Covid related absence and special leave