

Job Description

Job Title: Business Development and Projects Officer
Reports to: Head of Leadership and Governance
Direct Reports: N/A

Main Purpose of Job

The post holder will:

- Contribute to the achievement of CDN's strategic plan with particular focus under Strategic Leaders, although the post will be expected to work across other areas when needed.
- Source, develop and secure new commercial opportunities aimed at leadership development at all levels primarily in the college, educational and third sectors.

Key Responsibilities

Business Development

- Work with the Head of Leadership and Governance, and delivery Leads as required, to source, develop and secure new funding opportunities in the delivery of career-long professional development (CLPD) within the education, third, public and corporate sectors. This will include partnership delivery models with stakeholders and partners.
- Make an initial evaluation of any new CLPD opportunities and submit proposals and bids when required.
- Develop and maintain relationships with customers and stakeholders, providing advice on CDN's suite of training products and services.
- Work with the marketing and communications team to generate marketing and communications materials (social media, articles, case studies, news features, etc.) to promote programmes and the work of CDN to internal and external audiences.

Project Support and Delivery

- Provide administrative, technical and project management support to projects under Strategic Leaders.
- Respond to enquiries from prospective applicants across CDN's leadership and governance training programmes providing informed guidance and advice. Monitor and evaluate performance of courses within the portfolio.
- Prioritise and simultaneously progress multiple projects towards deadlines.
- Monitor budgets and update as needed.
- Ensure timely and accurate reporting of programme and project deliveries.
- Provide support to an agreed number of CDN Development Networks and Forums

- Contribute to national events and conferences, including the Leadership and Governance Summit and annual College Expo.

People Management & Networking

- Manage stakeholder relationships (internal and external).
- Create or nurture partnerships with other institutions, colleges, professional bodies and commercial companies/public sector organisations as delivery partners and potential customers
- Build productive relationships with CDN colleagues in order to share knowledge and facilitate excellent service delivery on all projects.

Other

- Strong organisational skills and attention to detail are essential for managing the delivery of multiple projects
- Show initiative, judgement and creativity and build relationships, develop commercial opportunities and address non-standard work problems such as internal administrative bottlenecks and propose alternatives.
- Clear and articulate communication and good interpersonal skills are an important part of the role in order to establish the necessary key relationships for coordinating and organising the delivery of projects or programmes and courses.
- The post holder will have a portfolio of projects on-going simultaneously and is therefore required to employ expert multi-tasking and project management skills on a daily basis, regularly reviewing and amending this in the light of any changes to the programme or work priorities.
- The post holder will be expected to work independently, liaising directly with internal and external stakeholders and customers and in conjunction with line management through regular contact and 1:1 meetings.
- The team is small, collaborative working is essential to share knowledge, best practice and resources.
- The post holder is expected to gain and maintain a financial awareness of the projects and programmes they are working on and is encouraged to build their commercial acumen and interest in the team's overall financial performance.
- The post holder will primarily be office based but there is a need to travel throughout Scotland and wider afield to attend meetings and promote CDN.

In addition, the post-holder will have other duties and responsibilities which will enable CDN to fulfil its objectives.

Person Specification

Qualifications	<ul style="list-style-type: none"> • SCQF Level 8 (HND) qualification
Experience	<ul style="list-style-type: none"> • Supporting projects and budgets effectively • Working with key stakeholders to develop and enhance services and products • Experience of proposal and bid writing • Experience of business development and sales with a proven track record in achieving commercial targets • Experience in an external facing role • Preparing and delivering presentations to a wide range of customers and at senior levels • Working effectively with colleagues from a range of teams • Experience of working in the post-16 education and training sector (desirable) • Experience of working in a business development role within an educational environment (desirable)
Knowledge	<ul style="list-style-type: none"> • Professional adult training and development • Project management • Processes that ensure quality standards are developed/maintained • Scotland's college and/or education sector (desirable) • Knowledge of leadership and governance training (desirable)
Key Skills	<ul style="list-style-type: none"> • Excellent presentation skills • Excellent written and verbal communication skills • Excellent planning and organising skills • Strong negotiating and influencing skills • Excellent team working skills • Strong project/task management and planning • Proven track record of meeting deadlines and targets • Ability to write accurate and effective copy across a range of digital and conventional media • Creative and able to implement practical solutions
Qualities	<ul style="list-style-type: none"> • Thrive in a learning environment • Proactive, creative and enterprising approach to work • Ability to work flexibly and effectively respond to changes • Works effectively on a range of projects concurrently

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| | <ul style="list-style-type: none">• Ability to understand and function in the different cultural environments of education and business• Diplomatic and practices empathy• Solutions focused, shows initiative, resourcefulness and problem-solving• Focuses on team and cross departmental working/achievement• People focused and enjoys developing others• Outcome, customer and commercially focused |
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