

Business Development Director



Recruitment Pack

solace

Welcome

Dear Candidate,

Solace are a charity that support women experiencing domestic and sexual violence right now. Whatever form violence comes in, from rape and trafficking to relationships based on psychological or financial control, we work to end it. But we know escaping violence can be the hardest thing to ever do. That's why it's so important we're here.

We find creative and innovative ways to support thousands of women and children each year. Stand with us to end violence and abuse now.

To support that mission, we are looking for a Business Development Director with both the skills and experience to lead key workstreams. We are seeking to appoint a suitably experienced person as its Director of Business Development .

The Director of Business Development will provide strategic leadership, guidance and oversee the day-to-day operations of the team. The postholder will be responsible for Income Generation, Public Affairs, Partnerships and Communications.

The post holder will be a member of the Executive Team and lead on developing and achieving sustainable growth measures for the Business Development team as well as governance – supporting Trustees via a Business Development Sub Committee.

The successful applicant will have a proven track record in successful fundraising; public sector commissioning; statutory service provision and communications.

Solace has a culture of inclusion that celebrates the diverse voices of our colleagues. It fuels our innovation and connects us closer to the consumers and the communities we serve.

Nahar Choudhury
CEO



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Recruitment Process & Dates

Dates:

Closing: 19th September 2024

Shortlisting: 19th September 2024

Interviews:

Stage 1 – Online interviews 23rd September 2024

**Stage 2 -In person interviews - 2nd October,
(and separate Service User panel 2024)**

Dates are indicative and may be subject to change

Salary Range: Circa £65,000 per annum. Band / Grade 8

Location: London/Hybrid

Contract Type:

This is a full-time permanent role.

Working Hours: 37.5 per week

Benefits

- Hybrid and Flexible Working Options
- Cycle To Work Scheme
- Focus on learning and development (internal career progression and training)
- Season Ticket Loan
- Employee Wellbeing Initiatives
- Enhanced Maternity /Paternity Pay
- Pluxee Employer Benefits And Rewards
- Generous holiday entitlement
- Employer pension contribution
- Access to Inclusion Networks
- Daily clinical debriefing
- Employee Assistance Programme providing free 24/7 support and advice
- Eye Care Vouchers
- Flow & Restore yoga classes

The logo for Solace, featuring the word "solace" in a white, lowercase, sans-serif font centered within a solid red square.

Our Values

Vision

A world where everyone is able to live safe and independent lives which are free from gender-based violence, abuse and exploitation.

Mission

Solace exists to end the harm done through gender-based violence. Our aim is to work to prevent violence and abuse as well as providing services to meet the individual needs of survivors particularly women and children. Our work is holistic and empowering, working alongside survivors to achieve independent lives free from abuse.

Solace is a trans-responsive organisation. Our services seek to support and represent trans women and non-binary people. We understand that trans women and non-binary people are affected by misogyny and the patriarchal frameworks that cause harm to cis women and girls.

Values

Solace core values reflect our history and were developed in consultation with staff and service users. We are working to be:

- Feminist and intersectional in our understanding of male violence against women and girls (MVAWG)
- Survivor led, trauma informed and empowering
- Diverse, anti-racist and anti-discriminatory to create a fully inclusive environment for staff and service users

We are committed to:

Ø Social justice and human rights

Ø Service users having a central voice within the organisation

Ø Working in collaboration with other agencies

Ø Continuous improvement



The role

Solace Women's Aid is seeking to appoint a suitably experienced person as its Director of Business Development. The Director of Business Development will provide strategic leadership, guidance and oversee the day-to-day operations of the team.

The postholder will be responsible for Income Generation, Public Affairs, Partnerships and Communications.

The post holder will be a member of the Executive Team and lead on developing and achieving sustainable growth measures for the Business Development team as well as governance – supporting Trustees via a Business Development Sub Committee.

The successful applicant will have a proven track record in successful fundraising; public sector commissioning; statutory service provision and communications.

Overseeing a small but dynamic team, you will play a pivotal role in the financial wellbeing of the charity enabling us to support the thousands of women and children who come to us each year as a result of violence against women and girls (VAWG).

We are looking for someone who is an impactful ambassador, passionate about the women's sector and the development opportunities available across London and wider UK. An individual who is dedicated to our cause and who can lead a team to raise awareness and generate sustainable income to deliver our strategic aims. The best candidate for this role will be a visible and inspirational senior leader with experience of leadership and management at this level, a proven track record in income generation and relevant professional qualifications. They will be able to build effective relationships across a network of stakeholders and deliver projects on time and to budget



Accountabilities

Strategic Leadership

Work closely with Chief Executive, Director of Finance & Director of Services to provide leadership and strategic direction for Business Development.

Work closely with the Chief Executive, Executive Team and the Board of Trustees to prepare the business development annual operational and longer-term strategic plans for Solace, ensuring these are in line with the strategic plan of the organisation.

Encourage and enable maximum board, staff and service user/survivor participation in income generation, public affairs, partnerships and communications.

Ensure robust and transparent reporting to the Chief Executive, Executive, Senior Management Team and the Board of Trustees.

Continuously improve Solace business development expertise to ensure we remain at the cutting edge of VAWG service provision as well as developing a pipeline for development opportunities for women and children with complex needs.

Optimise opportunities for the growth and development of our service provision and reputation by extending our range of stakeholders.

Responsible for leading the team to grow Solace's income and reputation in all areas of our work and in particular:

- Set on achieve growth targets for statutory contracts and grants, general fund raising and social investment.
- Set goals and implement plans to achieve major growth in unrestricted income.



Communications and Branding

Ensure Solace is better known, and our work understood and valued by wider audiences through:

Maximise the connections between our teams' increasing opportunities for public awareness of Solace, reputation, combatting VAWG and fundraising.

Oversee the Solace brand and ensure our key internal and external communications are fit for purpose.

Ensure Solace has the resources, skills and enthusiasm to harness digital technology to support our income and brand growth ambitions.

Public Affairs and Partnerships

Leading and managing the organisation's policy, public affairs, campaigns, and political engagement work.

Supporting HoD in building networks and relationships with key stakeholders, influencers, decision-makers, and partners, and managing the mechanisms for teams to approach and engage with them.

Supporting HoD on leading on the production of high-quality policy reports, briefings, submissions, and responses that demonstrate evidence, insights, and thought leadership on relevant issues.

Lead And Manage a High Performing Team

Lead and manage the income generation, public affairs, partnerships and communications teams ensuring high-quality performance management at all levels.

Refresh and create a strategic plan for the Directorate with SMART targets to achieve organisational aims

Co-ordinate and manage the timely submission of high-quality tenders and grants for the organisation including the line management of bid specialists

Coordinate fundraising activities and manage a team of fundraisers

Ensure the effective line management of direct line reports in accordance with Solace people policies and commit to staff development, providing regular support and performance monitoring.

Excellence In Financial Management and Reporting

Ensuring clear consistent and high quality internal and external communication in all areas, including contract/funding requirements are met, defined service standards are maintained and compliance with policies and pro cheat procedures across all services.

Develop manage and report monthly on the annual income generation budget and forecasts to ensure the agreed income and expenditure targets are met.

Ensure effective reporting mechanisms against the team's agreed key performance indicators.

Ensure clear and coherent targets and monitoring systems which provide evidence of outcomes and impact.

Compliance and External Relationships

Ensure that creative and effective relationships with funders, donors, partners and other organisations are developed and managed.

Ensure effective relationships are developed with all stakeholders and partners.

Ensure all data and especially that of funders and donors is used by Solace in accordance with their wishes, needs and preferences.

Ensure all activity is compliant with the law, Data Protection, Fundraising Regulations and best practice and that Directors and trustees are kept up to date with changes in real-time.

Work to grow our donor base ensuring they are effectively kept informed about our work.

Regularly review and maintain defined service standards across all projects and in particular, ensure compliance with all aspects of fundraising regulations.

Developing robust policies procedures and systems to ensure consistently high quality in all areas of work ensuring continuous improvement in all areas.

Manage the departmental budget

Work closely with the team to ensure there is compliance with Safeguarding, Equality Diversity and Inclusion, Health and Safety legislation and good practice.

Service User Involvement

Ensure and enable service user involvement and voice in all areas of work and in particular communications and ensure service user views are incorporated into strategic and operational planning.

Ensure a meaningful strategy for service user involvement is effectively implemented by the team.

Corporate responsibilities

Ensure that the list of policies and procedures in your work area are up to date.

Ensure effective implementation of solaces EDI policies and ensure awareness and integration of an equalities and human rights agenda in all your work.

Ensure that the service user is at the heart of all service delivery and development attend all meetings and training relevant to your role.

Attend regular team meetings ensuring that you contribute to effective working practice and communications.

Act as an ambassador for Solace.

The Solace logo consists of a solid red square with the word "solace" written in white, lowercase, sans-serif font in the center.

Values, Behaviours and Competencies

Committed to the purpose of Solace Women's Aid, ensuring that the service user is at the heart of service delivery and development

Feminist in understanding 'Violence against Women and Girls'

Committed to fostering innovation and continuous improvement in working practice

Flexible and open to new challenges, ideas and experiences, and able to be self-reflective

Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work

Collaborative, building relationships with internal and external partners.

Skills / Qualifications

Project Management would be an advantage.

Experience of working at a senior level in a similar role



Essential Criteria

Proven experience in a senior leadership role with responsibility for setting direction; building high-performing teams and developing people; and delivering major programmes of work.

A responsive leader with the ability to rapidly grip and understand emerging issues, making robust and effective decisions at pace whilst embedding a culture of continuous improvement and change through effective shared learning.

A team player with a proven ability to nurture and build capability in multi-disciplinary teams to achieve shared goals through effective collaboration with internal colleagues and partner organisations.

How to apply

Please submit your CV and Supporting Statement through the recruitment portal. When applying for this role, kindly highlight in your Supporting Statement how your values, knowledge, transferrable skills, and experience align with each point within the following sections of the Job Profile Document:

- Values, Behaviors & Competencies
- Knowledge, Experience and Skills

Please ensure you demonstrate clearly within your supporting statement, how you meet each of the essential criteria below (not more than 1250 words).



Application Process

Further details about Solace, and the work we do, can be found on our website:
<http://www.solacewomensaid.org>

Any further questions contact recruitment@solacewomensaid.org

Further information

1. When you press the 'Apply now' button, you will be asked to complete personal details (not seen by the sift panel), your career history and qualifications.
2. You will be asked to provide a covering letter 'evidencing how your experience meets the common essential criteria. You will also be asked to evidence how your experience meets the role specific essential criteria for the roles you wished to be considered for, in no more than 1250 words.

Interview/Assessment

You will be invited to attend an interview in order to have a more in depth discussion of your previous experience and professional competence. You will be asked to prepare a short presentation.



Diversity and Inclusion

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then solace is the place for you.

Solace Women's Aid values diversity, promotes equity, and challenges discrimination. We encourage and welcome applications from candidates of diverse cultures, abilities, perspectives, and lived experiences.

We have policies and processes in place to ensure that all employees are offered an equal opportunity in recruitment and selection, promotion, training, pay, and benefits. Our Inclusion Networks support staff with protected characteristics and offer inclusive spaces to connect.

We are a Disability Confident committed Employer and an adopt inclusive and accessible recruitment processes.

We anticipate and provide reasonable adjustments as needed and support employees who have a disability.

This service is run by women for women and is therefore restricted to female applicants under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975 apply.

The post is exempt from the Rehabilitation of Offenders Act. As part of safer recruitment practices, we carry out pre-employment checks including references, Disclosure and Barring Service (DBS) and right to work in the UK checks.



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