

# MY JOB: Business Development Officer



## WHAT I AM ACCOUNTABLE FOR:

- Supporting a small team of Business Development Managers in their roles.
- Creating and communicating property specifications.
- Conducting property searches and some site viewings to support growth activities.
- Maintaining a tracker of properties being sourced.
- Using the same tracker to capture planned, active and completed actions.
- Collating, filtering and prioritising sourced property options.
- Escalate emerging risks to the delivery of growth opportunities.
- Building reach and relationships with source organisations, investors and individuals.
- Ensuring property requirements are communicated effectively to selected sources.
- Creating and maintaining a relationship map for continuous reference.
- Effectively handing off selected properties to our housing broker to close deals.
- Contributing to problem-solving and solution creation activities.
- Assisting with the generation of referrals for new and vacant homes.
- Creating brochures for vacant homes that are used in referral processes.
- Maintaining a tracking system for vacant homes and associated activity.
- Administering occupancy management meetings and contributing ideas.
- Assisting in grant funding sourcing for home and community improvements.
- Assisting in the creation of capital grant funding bids for new and improved homes.
- Research and networking – finding new ways of working / resourcing our needs.
- Assisting in the creation of proposals in response to referred support packages.
- Helping to write and update Regional Growth Strategy documents.
- Coordinating and minuting meetings, contributing to and compiling reports.
- Working with colleagues to support growth priorities as required.
- Participating in team meetings and events and supporting colleagues every day.

### Values Led Leadership

## HOW I OPERATE:

- Bringing energy and positivity to relationships and activities.
- Engaging and professional with internal and external contacts.
- Highly methodical and organised.
- Creative thinker and open to the ideas of others.
- Collaborative and confident when influencing the actions and decisions of others.
- Able to lead others in tasks and towards achievement of objectives.
- A passion for personal learning and applying new skills.
- Always seeking, developing, suggesting and delivering better ways of working.
- Resilient and tenacious – able to learn from setbacks and celebrate successes.
- Goal orientated with a permanent focus on the best quality solution.
- Aware of risks and proactive in finding solutions to lessen or remove them.
- Able to take direction and work independently to deliver results.
- An understanding of our values and a commitment to deliver these every day.
- A commitment to always promoting Equality, Diversity & Inclusion.

## WHAT I NEED:

### Skills \ Knowledge

- Experience of working in the health, social care, charitable or housing sector.
- Or significant experience of working in a sales / marketing support and lived experience of conditions we support; or a demonstrated passion to work in our sectors.
- Excellent organisational skills and ability to self-motivate.
- Proven communication skills with internal and external contacts.
- Creative writing skills and a willingness to develop these further.
- Experienced in database management, report creation and meeting management.
- Can work from home or might chose to work from one of our sites – or both.
- Willing and able to travel to homes, offices and to meet external contacts if required.