



**This Job Description must be  
read in conjunction with the  
"Background to Business  
Development at Rhubarb Farm"  
document**



## **BUSINESS DEVELOPMENT MANAGER Rhubarb Farm CIC**

### **JOB DESCRIPTION AND JOB SPECIFICATION**

<b>Job Title:</b>	<b>Business Development Manager</b>
<b>Reports to:</b>	Managing Director
<b>Grade /Salary:</b>	£21,000 per annum. 3 days/week (=£35,000 FTE)

#### **Underlying values associated with all posts within Rhubarb Farm:**

The role/duties of the post are outlined below. In undertaking this role, the Business Development Manager will be expected to act at all times in a way that is consistent with, and actively supports Rhubarb Farm's values and operating principles.

#### **Role Purpose**

1. To promote a culture of economic growth at Rhubarb Farm to support the work of the Farm through income generation, to improve its viability and sustainability, in order to provide opportunities and employment for vulnerable people.
2. To bring new business ideas for generating income, including developing partnerships with businesses and legacy funding.
3. To use initiative, networks and past experience to drive the entrepreneurial opportunities for the Farm.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **General**

Rhubarb Farm already has some small income-generating projects in the pipeline, but the Business Development Manager will seek to support these and other new ideas through partnerships with businesses, and the development of other income sources. The 3 projects currently in development, and being organised by Farm staff, are:-

- i. Rhubarb Farm Garden Maintenance Team to employ 4 volunteers under the supervision of an existing Farm staff member to take contracts for garden maintenance around the area.
- ii. Rhubarb Farm shop to recycle clothing and household items using an old static caravan
- iii. Rhubarb House to provide at least 3 vulnerable volunteers with supported living accommodation close to the Farm.

In addition, Rhubarb Farm wishes to develop a strawbale building to provide office space, training facilities, kitchen, café and composting toilets on site, so rationalising the current sprawl of portakabins and freeing up land for horticulture, and enabling the Farm to provide more marketable training courses. This big project needs imaginative and dynamic proposals for getting funded.

Further initiatives that need expanding on are to:-

1. advise the Farm on the viability of seeking loans for expansion
2. develop further the contacts with Welbeck Estate to bring land for the Farm into cultivation and to provide services to the Estate.
3. to look at the potential for legacy funding for the Farm
4. To look at the viability of bidding for contracts for services from commissioning organisations and businesses.

The postholder will liaise with the Managing Director on the development, focus and priorities.

The postholder will be expected to generate approximately three times the salary of the post.

## PERSON SPECIFICATION     Business Development Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	Extended education e.g. degree, HNC, certificate, diploma or OU study.	Business studies, or MBA.
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to take ownership of a large workload and manage this effectively to meet agreed deadlines and maintain a high quality of work and service</li> <li>• Proven ability in direct production of funding applications and/or tenders for contracts.</li> <li>• Strong communication skills – verbal and written - including experience of public speaking and/or the ability to give presentations, and facilitate group discussions, as well as work comfortably alone.</li> <li>• Ability to build and maintain relationships and form effective partnerships at all levels, using diplomatic and networking skills to work proactively.</li> <li>• Ability to develop and deliver interventions that support development</li> <li>• Ability to work effectively as part of a team in a collaborative and supportive manner</li> <li>• Ability to agree and monitor appropriate development activities</li> <li>• Ability to write to short-deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of health and safety regulations as they apply to Rhubarb Farm, and how these need to be applied on and off the Farm</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years experience of working in business in a management or leadership role.</li> <li>• Experience/knowledge of having developed partnerships with businesses</li> <li>• Understanding of how to help businesses meet their CSR obligations by supporting Rhubarb Farm</li> <li>• Experience of raising funds through various means including written funding applications</li> <li>• Experience of learning from both business successes and failures</li> <li>• Experience of setting targets to support project development</li> <li>• In-depth knowledge and experience of word processing, publishing, powerpoint, and spreadsheet software usage.</li> <li>• Extensive experience and knowledge of online tendering and applications.</li> <li>• A working knowledge and experience of a wide range of communication media, including report writing, newsletter production, social media etc.</li> <li>• Awareness of how to source information and advice</li> <li>• Ability to share issues and problems.</li> <li>• Knowledge of how to educate team members on best business practices and techniques for increasing effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the voluntary and community sector and social enterprise issues.</li> <li>• Experience of dealing with vulnerable adults e.g. those with learning difficulties, mental health problems, ex-offenders and substance misusers.</li> </ul>

## PERSON SPECIFICATION (Cont'd)

<p><b>Personal effectiveness</b></p>	<ul style="list-style-type: none"> <li>• Confident</li> <li>• Commitment to business development for community benefit</li> <li>• Commitment to the community sector and working in partnership with a wide range of organisations - statutory, voluntary and business.</li> <li>• Empathetic manner with people</li> <li>• Prepared to be flexible</li> <li>• Able to manage change and act quickly when necessary</li> <li>• Able to use initiative</li> <li>• Maintaining a positive attitude that inspires co-workers</li> <li>• Ability to be self-determining working alone</li> <li>• Ability to work under pressure</li> <li>• Organised and good time-management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable outdoors from time to time.</li> </ul>
<p><b>Circumstances</b></p>	<ul style="list-style-type: none"> <li>• Commitment to support Rhubarb Farm's values and mission</li> </ul>	<ul style="list-style-type: none"> <li>• Able to reach the Farm easily from home</li> <li>• Ability to drive, with own car</li> </ul>
<p><b>Diversity</b></p>	<ul style="list-style-type: none"> <li>• Demonstrable ability to work effectively with people from a range of ethnic, cultural and social backgrounds, both genders, all ages, abilities, and any religious or sexual orientation.</li> </ul>	

## **Further information and General Responsibilities**

### **Confidentiality**

Ensure confidentiality at all times, only releasing confidential information in line with Rhubarb Farm policy.

### **Data Protection Act**

Comply with the requirements of the Data Protection Act.

### **Equal Opportunities and Diversity**

Ensure that all service users, partners, colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework.

### **Health and Safety**

You are required to comply at all times with the requirements of the Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and Procedures.

### **Safeguarding**

You are required to comply at all times with the requirements of Rhubarb Farm's Safeguarding policies, and the legal requirements of safeguarding.

## **TERMS AND CONDITIONS**

Salary:	£21,000 p.a. (=£35,000 FTE)
Contract Type:	Tied to funding stream, but renewable through income generation towards the post from projects set up and/or funds raised.
Location:	Expectation of home working, with regular liaison visits to Rhubarb Farm and/or skyping
Hours :	24 hours/3 days per week.
Leave:	21 days p.a. pro rata plus closure at Xmas
Pension:	entitlement as per law