



## ROLE PROFILE

<b>Job title:</b>	Business Development Assistant	<b>Salary:</b>	£8.21 to £9.71 per hour
<b>Reporting to:</b>	Fundraising and Development Manager	<b>Holidays:</b>	33 days including bank holidays (accrued on a pro rota basis)
<b>Location:</b>	Blackburn Youth Zone (BYZ)	<b>Hours:</b>	16 hours per week (attendance at some evening meetings may be required)
<b>Key Relationships:</b>	Youth Zone Board Chairman and Trustees, Patrons and Supporters, Business Development team, Youth Work team OnSide team		
<b>Responsible for:</b>	None		

## MAIN PURPOSE

- Develop and manage effective administrative systems within the Business Development function at BYZ.
- Support the work of the BYZ Business Development team; specifically supporting the delivery of events, communications and stewardship of key supporters.

## CONTEXT OF THE POST

OnSide is a charity which was established to create youth zones, modelled on the highly successful Bolton Lads and Girls Club - driven by private sector business leaders.

Blackburn Youth Zone is an iconic, state-of-the-art facility for young people in the heart of Blackburn which opened in June 2012. Attracting young people from across the town and beyond by its fantastic facilities, Blackburn Youth Zone provides sports and arts activities and practical support, especially for those who are disadvantaged. The three-storey building has a dedicated sports halls with a climbing wall, gym, dance and performing arts spaces and as well as visual arts facilities. Also included are a cafe, games and social areas and an outdoor all-weather pitch on the roof. The centre is open 365 days a year.

Blackburn Youth Zone is a separately registered charity and has an annual operating cost of approximately £1.2 million. We have already developed and secured a portfolio of corporate, individual and trust supporters.



### **Duties and Responsibilities - General**

- Be a role model for young people and present a positive 'can do' attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Blackburn Youth Zone and OnSide
- Represent Blackburn Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
- Represent Blackburn Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone memberships

### **Detailed responsibilities**

- Manage effective Administration of all Business Development systems
- Manage and develop Business Development information on Salesforce in line with GDPR regulations
- Manage and develop the stewardship calendar, reminding the team of key dates and supporting them to prepare for these (e.g. arranging meetings, preparing reports).
- Manage some aspects of stewardship (e.g. sending out thank you cards)
- Support the Business Development team to monitor income, including requesting and chasing invoices
- Support production of reports to funders
- Support completion of due diligence requests from funders
- Develop and maintain the bid library (e.g. filing grant applications, case studies and research)
- Supporting delivery of fundraising events (e.g. ordering and monitoring resources, supporting event set up, room booking, preparing invitations)
- Carry out other reasonable duties as requested by the Business Development Team.

The job holder will be required to adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

### **PERSON SPECIFICATION**

Key Skills	Essential	Desirable
<b>Excellent organisational and administrative skills</b> Able to manage large amounts of information, keep systems up to date, manage diaries and calendars.	X	
<b>Excellent written skills</b> Ability to prepare reports and communications documents to a high standard	X	
<b>Effective IT skills</b> Able to use computers including word processing, email and calendar programs. Able to pick up new systems quickly. <i>Experience using the following would be an advantage, but not essential:</i> <ul style="list-style-type: none"> <li>- Salesforce</li> <li>- Trello</li> <li>- MailChimp</li> </ul>	X	
<b>Time management skills</b> Able to prioritise and meet deadlines, whilst managing competing priorities.	X	
<b>Excellent work ethic</b> Excellent work ethic, with the ability to work with colleagues effectively, supporting team members whilst managing own workload.	X	
<b>Excellent communication skills</b> Confident communicating with other people via a range of methods. This will include chasing payment of unpaid invoices via the telephone.	X	
<b>Knowledge and Experience</b>		



Experience working in an administrative role	X	
Experience working for a charity		X
<b>Behaviours</b>		
Positive attitude	X	
Ability to build positive personal and organisational relationships	X	
A team player	X	
Commitment to the Youth Zone's mission	X	
A willingness to occasionally work unsociable hours when required	X	

#### **GENERAL**

*The role is 16 hours per week, based at Blackburn Youth Zone, Jubilee Street, Blackburn, BB1 1EP.*

*Normal office hours are 9 am to 5pm, but flexible working will be required to cover occasional out-of-hours meetings, weekends, evening visits and other events.*

**Blackburn Youth Zone are committed to the safeguarding of young people. This post is subject to a DBS check.**