

NYAS
Job Description

Business Development Assistant

Purpose of job:	To provide administrative support to the Business Development Team within NYAS by assisting with the completion of PPQs, tenders and bids for a range of projects and funding programmes.
Accountable to:	Business Development Manager.
Location of post:	Head Office - Birkenhead
Working hours:	28 hours per week
Leave entitlement:	There will be pro rata holiday entitlement of 26 days plus bank holidays per annum
Salary:	£13,693.75 pro rata

SCOPE & ACCOUNTABILITY

The Business Development Assistant will form part of the Business Development team and will be responsible for undertaking relevant research in support of nationally significant business and funding opportunities.

The post holder will work collaboratively across NYAS departments to research and identify business development opportunities for the organisation.

The postholder will assist in the preparation and submission of tenders and bids, directed by the CEO/ACEO and supported by the Business Development Manager, in accordance with our strategic plan.

The post holder will support the Business Development Team to write high quality tenders and bids that will be submitted according to all the necessary requirements and by the specified deadline.

MAIN RESPONSIBILITIES

To maintain expertise in researching and submitting bids, tenders and business opportunities

1. Undertake research on relevant business opportunities, funding streams and in response to specific tendering rounds according to the needs of the Senior Management Team.
2. To assist in the preparation and submission high quality and timely bids and tenders for new and existing business and projects as agreed with the CEO/ACEO and supported by the Business Development Manager.

3. To provide summary guidance and other information of tendering and funding rounds to enable others to understand the opportunities and requirements of funding streams and specific tendering rounds.
4. To administer, maintain and improve the current resource library in relation to NYAS' activities for PQQs (Pre Qualifying Questionnaires), tenders and funding bids.

Liaison

5. To assist in the co-ordination of the submission of tender and bids for areas of business that are organisationally significant.
6. To liaise with relevant managers on the tendering rounds of new and existing contracts as directed by the CEO/ACEO and supported by the Business Development Manager.
7. To providing key departments with details of tender requirements, deadlines, key criteria and supportive background research.

Contribution and Personal Development

8. To produce reports to a high standard and to deadlines.
9. Contribute towards the range of work of the Business Development Team.
10. To participate in supervision with the Business Development Manager.
11. Participate in personal development training and other opportunities to ensure that professional competence is developed and maintained.

Other

12. To carry out all work in accordance with NYAS' Equality & Diversity Policy.
13. To maintain confidentiality at all times and ensure respect for safeguarding of children and young people with proper observance of, and adherence to NYAS confidentiality and safeguarding policies.
14. To work towards an understanding of the UN Convention on the Rights to the Child.
15. To undertake any other duties as agreed with the Business Development Manager.

NYAS PERSON SPECIFICATION

Business Development Assistant

1. *Qualifications and Experience*

Essential

- 1.1 Experience of preparing concise, accurate and coherent written information.
- 1.2 Experience of undertaking detailed background research in support of written reports or bids.
- 1.3 Educated to degree standard or equivalent
- 1.4 Excellent IT skills including a good working knowledge of MS Office Applications and willingness to learn how to use e-tendering portals.

- 1.5 Excellent report writing skills and experience in interpreting consultation documents including preparing persuasive arguments and cases for business projects and grants.
- 1.6 Excellent interpersonal skills, including building and maintaining relationships, influencing others and working across departments, teams and varying levels of authority.

Desirable

- 1.7 Experience , voluntary or otherwise within a related activity or organisation.
- 1.8 Business development knowledge.

2. *Knowledge*

Essential

- 2.1 Familiarity with current social policy and legislation in relation to children and young people.

Desireable

- 2.1.1 Interest in health, welfare and educational systems as they impact on children and young people.

3. *Abilities and Aptitudes*

Essential

- 3.1 Ability to assess and summarise accurately and concisely.
- 3.2 Ability to liaise and develop effective working relationships within NYAS and externally across agencies.
- 3.3 Ability to research and assimilate detailed information in relation to funding applications and keep accurate records of work as required.
- 3.4 Ability to work accountably within a managed service.
- 3.5 The ability to work to tight deadlines and within agreed timescales.
- 3.6 The ability to use appropriate IT packages for document publication presentation and development.

4. *Attitudes*

Essential

- 4.1 Commitment to anti-oppressive practice and the implementation of Equality & Diversity in training design and delivery.
- 4.2 A flexible approach.
- 4.3 Commitment to children's rights.
- 4.4 Commitment to the NYAS Confidentiality and Safeguarding policies.
- 4.5 A commitment to personal learning and development for self and others.

5. *Personal circumstances*

Essential

- 5.1 Able to work from the NYAS main offices, Wirral, or any other specified base, and prepared to work flexibly and travel according to the demands of the service.