

TalentEd Director (Business Development)

Every young person should have the support, skills and aspirations to realise their potential. Sadly, this is not the case for young people from low income areas in the UK and educational inequality is highest amongst the brightest students. TalentEd offers high-ability (Typically Year 10) students a year-long programme of weekly small group (1:4) sessions. Our qualified, retired teachers and inspirational role models improve GCSE grades and academic and career options.

TalentEd is recruiting a high calibre individual to join at an exciting time in the organisation's development. Reporting directly to the Chief Executive you will lead relations with funders and potential new schools and will make our financial processes more efficient as we expand. you will support our programme and operation team and make sure TalentEd is taken to the next level, helping more young people from low income backgrounds in a sustainable way.

The role can be offered as either a full time or part time (three day per week).

Job Title: TalentEd Director (Business Development)

Reports to: Chief Executive

Salary: £35,000 (Pro-rata) plus pension

Hours: Full time or Part time (min 24 hours per week)

Location: Hoxton, London with occasional UK travel

Closing date: 7th June 2019

For more details contact Matthew Roberts on 0755 3057658 or **submit a CV and covering letter** explaining why you believe you have the skills and aspirations to match this role to **info@talent-ed.uk**

Job Description

Our Director (Business Development) is responsible for the financial health of the organisation and central to our exciting expansion plans. Reporting directly to the Chief Executive you will support the Director (Programme and Operations) and make sure TalentEd is taken to the next level, helping more young people from low income backgrounds in a sustainable way. You will lead relations with funders and potential new schools and will make our financial processes more efficient as we expand.

The list of duties is not exhaustive, colleagues will need to support one another from time to time.

- Further develop and deliver funding strategy
- Improve and manage financial processes
- Build relations with potential new funders and submit grant applications
- Maintain relations and regular communication with existing funders
- Track grant funding and produce written and verbal reports
- Recruit new schools in line with the Sales Strategy
- Develop risk management processes
- Present and pitch to external bodies
- Maintain regular communication with other senior Managers and Directors
- Prepare annual budgets and statutory accounts with the Treasurer

- Report regularly to the Chief Executive

Person Specification

You are someone with excellent understanding of the charities sector and their financial environment. You understand financial processes, funding relationships and selling to schools. You are excited about expanding our impact in a financially sustainable way. Whatever your background, you'll be a team player with a proven commitment to the values and objectives of TalentEd.

| | Essential | Desirable |
|------------|---|--|
| Skills | <ul style="list-style-type: none"> • Excellent relationship manager • Strong written, verbal and financial reporting skills • Good balance between operational detail and strategic thinking • Basic finance skills | <ul style="list-style-type: none"> • Salesforce • Financial reporting and management |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of the UK education system • Good working knowledge of Microsoft Office, especially Excel | <ul style="list-style-type: none"> • Qualifications in the field of education |
| Experience | <ul style="list-style-type: none"> • Familiarity with charities and social enterprises • Experience in preparing and securing funding applications • Track record of excellent communication skills, including strong written and personal presentation skills • Governance in charities | <ul style="list-style-type: none"> • Experience with schools • Marketing |
| Attitude | <ul style="list-style-type: none"> • Desire to give every young person the support, skills and aspirations to realise their potential • Enthusiastic about working with a small start-up charity at an exciting stage of development • Hard working, committed and reliable • Team player | - |