**JOB DESCRIPTION**

**Job Title:** **Business** **Development Manager**

**Employing Body:** The Methodist Church at Coventry Central Hall (MCCH)

**Location:** Methodist Central Hall, Coventry, CV1 2HA

**Responsible to:** MCCH Trustees through the Staff Management Group

**Purpose of the job:**

The Development Manager will

**Oversee Central Hall’s business development through the use of appropriate programmes and projects and provide oversight of business and community engagement to ensure sustainable growth and meet agreed targets.**

**Main Duties and Responsibilities:**

These will involve, but not be limited to:

* Developing and maintaining a robust business model which is integrated, diverse and sustainable.
* Identifying income streams and funding opportunities.
* Increasing footfall into the building.
* Developing, guiding, managing and resourcing projects, for example
  + Business continuity projects (including use of kitchen)
  + Arts and community projects
* Integrating CCH into the life of the City of Coventry by developing and establishing new partnerships with businesses, arts and community organisations.
* Ensuring regular reports of progress in relation to agreed targets.
* Working closely with the CCH church council and relevant sub groups to identify expectations and hopes and increase participation.
* Overseeing
  + bookings diary maximising room utilisation and availability
  + preparation, organisation and supervision of events
  + marketing and branding
  + customer requirements and quotations
  + Internal and external communications

**General**

* Always acting in accordance with MCCHs constitution, policies and procedures (diversity, access, equal opportunities, health and safety etc. )
* Actively involved with Church activities and Church members, and be involved in the development projects sensitive to the Methodist church ethos
* Contributing to MCCH wider development and strategy
* Attending relevant group meetings
* Any other duties as reasonably required

**Terms & Conditions**

**Salary**: Depending on qualifications and experience

**Working hours**: Full time (37.5 hours per week).

Flexible - evening and weekend work will be required.

**Term of contract:** Permanent. (Subject to legal visa requirements)