## Full time Business Development Manager

For the Methodist Church at Coventry Central Hall

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| **Education & Training** | Educated to at least A level standard with GCSE A-C in Maths and English or equivalent |  | A, Q |
|  | A level or equivalent in subject relevant to business development  | Degree/Further Degree in subject relevant to our work | A,Q |
|  | Willingness to have compliance training where needed. | Compliance training (eg fire, first aid, health and safety) | A, Q, I |
| **Proven Ability** | Proven ability to develop a complex business through the use of specific programmes and projects.  | Evidence of ability to maximise use of premises with positive impact on activity in different sectors. | A,I,R |
|  | Proven ability to establish new partnerships. | Ability to form new partnerships and relationships with businesses, arts and community organisations. | A, I, R |
|  | Proven ability to work professionally, courteously and effectively with clients, members of the public, staff members and volunteers. |  | A,I, R |
| **Special Qualities or Aptitudes** | Willingness to work within the ethos of the Methodist Church at Coventry Central Hall especially in relation to our mission statement. | A good understanding of church life, the Methodist Church and the different sectors which use our premises. | A, I |
|  | Willing and motivated to work alone, without supervision and using own initiative but also to be able to work within a team. |  | A,I, R |
|  | Ability to oversee, manage and direct administrative and other staff.  |  | A, I, R |
|  | Ability to oversee and direct work with volunteers. | Ability to develop work with volunteers including developing volunteer teams which help us fulfil our mission | A, I, R |
|  | Ability to work flexibly to meet the needs of our organisation and to ensure deadlines are met. |  | A, I |
|  | Satisfactory Enhanced disclosure from the Disclosure & Barring Service  |  | DBS Application |

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts) R – reference

***Date***: November 2023