

<b>Job title:</b>	Business Development Manager
<b>Responsible to:</b>	Chief Officer, Healthy Minds
<b>Responsible for:</b>	Primary areas of responsibility detailed below
<b>Salary:</b>	£32,990 per annum plus 5% pension
<b>Contract:</b>	12 months, continuation subject to funding
<b>Hours:</b>	37.5 per week
<b>Annual Leave:</b>	25 days, plus 8 days bank holiday
<b>Based:</b>	Halifax / Hybrid working
<b>This post is subject to an enhanced DBS clearance</b>	

**MAIN PURPOSE OF THE ROLE**

- To maintain and develop the ethos of Healthy Minds as a service-user-led organisation, working with communities to deliver against Healthy Minds’ vision:
  - To improve the mental health of people of all ages in Calderdale and the quality of life of those people who experience poor mental health through increasing opportunities, choice and control.
- To support the Chief Officer in delivering strategic priorities that promote Healthy Minds’ sustainability and presence as an established and prominent VCS organisation in Calderdale’s mental health system.
- To provide effective leadership and guidance, engaging staff, volunteers and the wider community to put strategy into action.
- Working with the Chief Officer, Operational Manager colleagues and the wider team, to identify opportunities and develop the case for support to maintain or expand services in line with identified priorities.

**Primary areas of responsibility**

- To implement actions from Healthy Minds’ current strategy and business plan
- To support the Chief Officer and Board of Trustees to review and further develop strategic direction and actions
- To ensure that the organisation has suitably robust systems and procedures to support strategic development and service delivery
- To support the Chief Officer and Board in strengthening organisational resilience, as Healthy Minds grows and adapts within the changing health and social care environment

**Service Delivery**

- To create and maintain policies and procedures to support a consistent work culture relating to staff, clients, trustees and volunteers.
- To ensure that all organisational, service and project specific systems, policies and procedures are understood, adhered to and periodically reviewed by the team.
- To ensure that all monitoring and evaluation systems are adhered to in order to meet external and internal monitoring requests and to engage the team in using the findings to improve service quality
- To develop existing, and build new, relationships with relevant organisations, including Local Authority and NHS.
- To ensure that feedback from service-users is sought and utilised in a transparent and effective way.

- To assist in developing Healthy Minds' membership model, to reflect the diversity of the Calderdale population.

### **Service development**

- To maintain an up-to-date knowledge of public-health priorities, mental-health and social-care services, and voluntary-sector initiatives, locally and nationally, using this knowledge to help Healthy Minds in responding to commissioners, with the aim of developing more appropriate and responsive mental-health services that meet the needs of the people of Calderdale.
- To ensure effective working with partners in the NHS, Local Authority and all relevant statutory and voluntary-sector services.
- To develop all services in line with the aims of the co-production and peer-support model.
- To formally empower service-users and other community partners to take part in decision-making processes and in service development and review.

### **Financial Management**

To manage and maintain the resources of Healthy Minds in a prudent and timely manner, in consultation with the Chief Officer, Finance Officer and Finance Sub-committee, for example by:

- Reviewing budgets to ensure that services are adequately resourced and responsive to necessary changes;
- Monitoring current and future risks to inform necessary actions;
- Identifying and pursuing relevant funding opportunities.

### **General**

- To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
- To operate within the aims, policies and practices of the charity at all times and to be committed to and promote the organisation's equal opportunities and anti-discriminatory policies.
- To ensure information is dealt with in accordance with the charity's policies around Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.
- To undertake any other duties as directed by the Chief Officer and / or Board, in line with the responsibilities of this post.
- The person specification for this role sets out the qualities expected of the post-holder and should be taken into account alongside this job description