

Job Description

About Belfast City Centre Management

BCCM is a not for profit Company limited by guarantee, funded by the Department for Communities and other parties. BCCM exists to deliver additional services into Belfast city centre, on behalf of its funders, which contribute in a measurable way to a cleaner, safer, more attractive, accessible and economically vibrant city. This is done, in part, by leveraging public/private sector finances which are crucial to the maintenance of existing services in the City Centre as well as maximising the opportunities to encourage and stimulate private sector funding of city centre initiatives.

Job Title	Business Development Manager
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About the role

Main Scope of Job	To stimulate the economic growth of BCCM by developing relationships with new and existing stakeholders, interpreting ideas into practical deliverable action plans, and coordination and delivery of action plans
Category and status	Fixed Term for 1 year (with the possibility of extension) 35 hours per week, Monday – Friday
Salary	OTE £50+
On Target Earnings	This post will incorporate a commission scheme. The commission scheme will be developed under a Performance Related Pay Policy.
Terms and Conditions	All current terms and conditions of employment will remain unchanged
Responsible to	Project Manager
Report to	City Centre Manager
Reporting to Job Holder	N\A

Key Responsibilities

Business Development	<ul style="list-style-type: none"> • To develop reach of existing projects (e.g. City Dressing & Retail Crime Watch) • To pro-actively generate business growth and lead generation across the province • Conduct strategic networking at events conferences and exhibitions to inform businesses of BCCM services • To develop an account management strategy • To develop services offered by BCCM
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Business Engagement	<ul style="list-style-type: none"> • To engage with all prospective clients and develop relationships • Report all business interactions to relevant team members to ensure that contact and support is established
Project and Events	<ul style="list-style-type: none"> • To manage City Dressing project • To manage the expansion of the RCW scheme • Development of additional product sets
Reporting and Compliance	<ul style="list-style-type: none"> • To ensure KPI's are achieved, and put actions into place to be countered if behind target • To oversee development of engagement within core areas • Conduct relevant activities with confidentiality and in accordance with the requirements of GDPR and other legislative burdens
General	<ul style="list-style-type: none"> • To undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role and BCCM objectives

Person Specification

Knowledge	E = Essential D = Desirable	Identified by
Sound business/retail/customer service understanding	E	Application & Interview
Skills and abilities		
Excellent organisational skills and adaptability to deal with shifting deadlines and considerations	E	Application & Interview
Excellent sales and business development skills	E	Application & Interview
Excellent team working skills with an ability to share knowledge and best practice	E	Application & Interview
Excellent interpersonal skills to communicate at all levels, both verbally and in writing to promote business plans and business cases	E	Application & Interview
Flexible and adaptable approach to tasks	E	Application & Interview
Experience		
Experience in a security based organisation	D	Application & Interview
1 Years B2B experience	E	Application & Interview
Previous relationship management experience	E	Application & Interview
Account management experience	D	Application & Interview
Experience of managing GDPR compliance and awareness of legislative burdens	D	Application & Interview
Qualifications		
Minimum Maths & English GCSE grades A-D	E	Application & certificates
Other circumstances		
Current full driving licence and access to private transport	E	Application & documents
Availability to work outside normal hours from time to time	E	Application & Interview