

	<p>COMMUNITY WOODLANDS ASSOCIATION</p> <p>JOB DESCRIPTION: Business Development Manager</p> <p>Salary Scale £30,000 to March 2011 Location: Home working</p>	<p>Scottish Government – Third Sector Enterprise Fund</p>
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Introduction

The Community Woodlands Association (CWA) was established in 2003 as the direct representative body of Scotland's community woodland groups. Our strap line is "sustainable forests for sustainable communities". We believe that community ownership/management leads to more sustainable woodland management, and that community control of resources and assets fosters sustainable community development.

We are experiencing increasing demand from both statutory bodies and community organisations for consultancy work in forest management planning, wood fuel resource assessment, options appraisals and training delivery.

We are seeking a **Business Development Manager** to set up a new trading subsidiary to deliver this work. The process will include, the legal establishment of the subsidiary, drawing up a 5 yr business plan, developing a training programme to build capacity within the organisation, developing working partnerships, securing contracts and setting up and implementing a marketing strategy.

It is expected that the successful candidate will work from or close to their home and we are therefore looking to appoint a person who is motivated, self-starting, organised, flexible, a good budget and business planner, and committed to sustainable development through Social Enterprise Businesses.

The Community Woodlands Association strives to be an equal opportunities employer and is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience..

Accountability

The post-holder will work closely with the CWA board and report to the Chief Executive

Main Tasks

1. Develop the future strategy and a 5 year business plan for the trading subsidiary
2. Manage the formal and legal establishment of the subsidiary.
3. Develop and implement a marketing strategy for the subsidiary.
4. Identify the training and capacity needs of CWA staff and directors and arrange appropriate training events to address these needs.
5. Identify business and partnership working opportunities, submit and manage tenders where appropriate.
6. Submit funding claims to the Scottish Government for this project
7. Any other duties appropriate to this post as instructed by CWA Chief Executive.

Essential experience, skills and attributes

	Essential	Desirable
Qualifications, experience and skills required		
Business degree or equivalent	Yes	
Understanding of social enterprise business	Yes	
Excellent financial skills	Yes	
Excellent strategic planning skills	Yes	
Experience of government procurement procedure	Yes	
Experience of working in partnership with others to deliver contracts.	Yes	
Understanding of marketing and experience of working with marketing companies	Yes	
Proficient PC user – word processing; spreadsheets, web/email	Yes	
Understanding of forest and land management issues		Yes
Personal Skills & Attributes		
Able to communicate effectively with all levels, including partners, agency staff, NGO peers and CWA management	Yes	
Excellent communication, administration and reporting skills, verbal and written.	Yes	
Good team member, and able to work with minimum supervision on own initiative.	Yes	
Holder of a valid driving licence and ready access to a car insured for business use	Yes	
Access to office facilities at home; or close to home, ideally in association with a community group		Yes

Terms and Conditions

- 1 Year Fixed term post to 31st March 2011.
- A minimum of 35 hours per week. The post holder will be required to work flexible hours, where necessary, to meet the demands of the post. Time off in lieu will be given.
- Annual leave entitlement (includes public holidays): 33 days.
- Salary will be £30,000 p.a. paid monthly in arrears.

On-line computing facilities will be provided if required. Usage payments will apply should the successful candidate already possess suitable computing facilities.

Petrol and public transport costs and other expenses incurred in the course of duties (to include telephone use, consumables, postage etc.) will be reimbursed.

Application form and covering letter should be emailed to: admin@communitywoods.org

Closing Date for Applications: 5pm, Friday 9th April 2010

Interviews are expected to take place during week beginning 19th April.