

DERBY CATHEDRAL CHAPTER
JOB DESCRIPTION, PERSON SPECIFICATION

Job Title	Business Development Manager
Reporting to	Derby Cathedral Enterprise Ltd. through the Dean
Hours of work	37.5 hours per week
Salary	C. £40,000 per annum depending on experience
Location	primarily Derby Cathedral and Centre, Iron Gate, Derby
Working with:	Management Team, Head of Operations, Chapter Steward, Canon Missioner, Events and Diary Co-ordinator, Grants Officer, Finance Team, Chapter.

Overall Purpose of the Post:

To develop and secure significant new income streams for the Cathedral primarily by utilising the asset of our iconic city centre building to create a sustainable platform for outward facing mission. By the end of year 3 the target is that the BDM and their team would be contributing £20K+ to Cathedral funds over and above their own costs.

Nature and Scope of the Role:

We are looking for an entrepreneurial individual who combines strategic and innovative thinking with passion and sound leadership and management skills. The successful candidate will have the credibility and ability to build strong working relationships with both internal and external stakeholders and will play a lead role in developing relationships with key funders.

The Cathedral's financial position in terms of assets is currently secure but it is absolutely dependent on its current levels of funding from the Church Commissioners and congregational giving. It has no debt, but it relies on a tight budgeting process to carry it through each year, maximising income and controlling cost. The Cathedral lacks the historic financial resources which would enable it to be resilient in adverse circumstances, or to take steps to improve its financial position significantly.

The Chapter aims to address this challenge by working towards improved financial stability through mission and outreach as well as through direct fundraising.

The Cathedral has an ideal opportunity to promote itself as a leading cultural and artistic venue in the City and engage with a diverse range of promoters and artists in order to appeal to a wide audience across the Region. Significant opportunities will arise to work collaboratively with the City's other Heritage partners to build Derby's brand as a visitor destination, particularly with the opening of Derby's Museum of Making in 2020.

The Business Development Manager will work with the Cathedral leadership team to maximise revenue from use of our buildings and networks, evaluating opportunities, planning creative events, and engaging with actual and potential stakeholders in the wider community with the clear aim of releasing new income streams to ensure future financial sustainability.

By the end of three years, our aim would be that we would have added to our overall programme 10-12 large events p.a. (bringing in £2,500-£3,500 per event) and 20-24 medium events p.a. (bringing in £1,500-£2,500 per event). There is flexibility about this precise balance,

and the nature of those events, as long as the financial targets are achieved.

MAIN DUTIES:

- To develop the Cathedral as an exciting artistic and cultural hub for the City and to maximise the exposure of the Cathedral to a wide and varied audience across the region in order to attract new visitors.
- To explore, develop and implement new income streams through use of the Cathedral's existing assets and create new opportunities through entrepreneurial and innovative methods.
- To work collaboratively with Derby's tourism partners and other Heritage partners to build and enhance Derby's profile as a visitor destination, particularly exploiting opportunities which will be created with the opening of Derby's Museum of Making in 2020.
- To nurture and grow the value and loyalty of existing relationships and to build links with new partners in business and the wider community, developing sustainable avenues for financial partnership.
- To support the work of other colleagues in making grant applications, particularly in the medium term from the Heritage Lottery Fund and the Cathedrals Sustainability Fund.
- To build up longer-term base of financial support by developing and extending the Legacy Scheme, the Friends Network, Corporate Partners and the Choir Patrons scheme.
- To contribute to the reshaping of our retail offer. We are presently trialling some new approaches to make this profitable. You will be involved in reviewing the effectiveness of those changes, and potentially helping to shape and implement future plans.

Generic Responsibilities of all staff:

As the Cathedral is run by a small team, all staff are expected to act flexibly and cover for each other when required. Duties may include:

- Help volunteers and visitor groups who need interpretation
- Deal promptly and courteously with in-coming queries and telephone calls
- Undertake as requested other duties as might reasonably be expected
- Follow the policies and procedures of the Cathedral, paying particular attention to the requirements of the policies and procedures for the safeguarding of vulnerable adults and children.
- Treat everyone with respect and dignity in the workplace.

You may be required to work evenings and weekends during major campaigns and special events.

PERSON SPECIFICATION

	Criteria
Qualifications and Training	<ul style="list-style-type: none">• Educated to degree level or relevant professional work-related experience.• Professional qualification in a relevant discipline would be an advantage.• Intermediate IT skills (Microsoft Office)
Essential experience	<ul style="list-style-type: none">• Leading an organisation into financial sustainability• Strong commercial acumen and a successful track record of

	<p>increasing visitor numbers and income</p> <ul style="list-style-type: none"> • Experience in network development • Experience of business development • Experience of managing projects and tasks to an agreed specification, to time, and on target • Designing systems and processes, setting up and implementation • Contributing creatively to organisational change • People management skills and a thorough understanding and direct experience of collaborative working
Desirable experience	<ul style="list-style-type: none"> • Working in charitable/non-profit organisations • Working in multi-disciplinary team and across functions • Working to develop tourism, events, or education functions in a similar organisation or institution
Personal qualities	<ul style="list-style-type: none"> • Strategic thinker and team player. • Determined, creative and inspiring. • Commercially minded. • A passion for Derby Cathedral and playing his/her part in ensuring its mission and ministry has a sustainable future • Can deal comfortably and confidently with partners from all sectors of society • Positive, objective and self-motivated individual with a “can-do” attitude • Able to work across boundaries whilst respecting individual accountabilities and authority • Committed to delivering a high quality service at all times • Committed to a culture of continuous improvement and learning • Excellent verbal & written communication skills • Sympathetic to the aims and ethos of the Church of England.

TERMS AND CONDITIONS OF SERVICE

3-year appointment in the first instance, with the possibility of renewal.

6-month probationary period.

Funding targets: Stretching financial targets will be set with the DCEL board of up to £50K in year 3.

Remuneration	Circa £40,000 depending on experience
Pension	An employer contribution of 9% of pensionable salary
	An office space is provided, along with a lap top computer and mobile phone. Car parking is available at the Cathedral's car park.
Working time:	You will be expected to work such hours as the job requires, typically around 37.5 hours per week over a 5 day week, evening and weekend work will be required.
Holidays:	You are entitled to 25 days holiday each year, plus usual bank holidays.
Expenses:	Agreed working expenses are reimbursed in full, upon production of receipts.
Discounts:	Discount of 10% off food and drink in the Sanctuary at Derby Cathedral.
Disclosure and Barring Service (DBS) Check	This appointment is subject to a satisfactory enhanced check from the Disclosure and Barring Service.

To apply in the first instance, please email lynda@derbycathedral.org for an application pack.