Job Title	Business Development & Partnerships Lead	**Contract Type**	Trustee - Voluntary
Reporting To	Board of Trustees	**Department**	Finance - Funding
Location	Balmoor Stadium	**Responsible for (if manager)**	Partners

Peterhead FC Community Foundation (PFCCF) are looking for an experienced Business Developer to lead and develop our local corporate network and generate further income through successful engagement with stakeholders.

It's an exciting time to join the PFCCF journey in changing more lives through the power of football. You will get to shape this role alongside our Trustees to deliver our strategic aim to develop innovative, high impact corporate partnerships.

This is a great opportunity for someone with transferable skills who would like to develop their career in partnership management or business development, and work for an impactful community focused organisation.

Role Purpose

The Business Development & Partnerships Lead will play a key role in establishing productive relationships with a range of corporate stakeholders and their employees to grow, secure and retain active support for the charity.

Core Accountabilities & Responsibilities

- Supporting the Board of Trustees to review and enhance our strategic vision policies and procedures for the education and employability programs delivered by PFCCF.
- Act as the main point of contact, providing a high level of stewardship to potential and existing partners of PFCCF
- Establish an engagement strategy to effectively communicate with business groups and local business key contacts to secure new partnerships for PFCCF and generate positive and productive relationships through strong networking.
- Contribute to the partnership agreement contract from inception, managing meetings, creating proposals and contract negotiation with the PFCCF legal advisor to ensure deals are concluded in a timely fashion and can be delivered.
- Develop and maximize the value of current partnership agreements that fully align with the partners objectives and goals.
- Manage effectively the Corporate Social Responsibility (CSR) initiative to generate charity of the year, sponsorship, employee challenges, employee giving, corporate volunteering, in-kind support for PFCCF.
- Contribute to the planning and delivery of PFCCF fundraising events and campaigns across the year in close collaboration with the board of Trustees
- Provide monthly updates to the board of Trustees on the status of partnerships and business and partnership development progress.
- Being an ambassador for PFCCF, treating all colleagues and customers with respect and upholding compliance with all PFCCF policies, procedures and guidelines.

Person Specification

Desirable Qualifications	• Recognized business development or sales training/qualification or significant relevant experience in a similar role.
Experience	• Demonstrable experience working in a similar role in a professional sporting environment or for a voluntary organisation. • Demonstrable experience of successful relationships management • Experience in building and sustaining strategic partnerships • Experience of successfully pitching/presenting high quality proposals to potential commercial partners. • Experience in meeting strategic business objectives or targets.
Qualities, Knowledge and Skills	• Prepared to make a regular time commitment, ability to self-motivate and to manage own workload to meet agreed targets and deadlines. • Personality and self-confidence to engage with a wide range of individuals • Able to manage confidential and sensitive information with tact and discretion. • Understanding of the legal and financial process to support commercial negotiation and contractual conclusion, with developed negotiation skills. • Developed commercial awareness with the ability to clearly and confidently communicate with customers and stakeholders from all levels. • Knowledge of understanding of why PFCCF would appeal to local companies /brands / industry sectors. • Knowledge of digital media and associated applications. • Understanding of generating successful applications to grant makers and funders and reporting requirements for successful applications. • Excellent written and verbal communication skills, with the ability to create compelling and accessible content. • Willingness to on occasion to work out-with your normal hours of work, to ensure the agreed targets and deadlines are met.
Required Check	• This position is not subject to a Disclosure Scotland scheme check.

PFCCF is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, age, pregnancy or maternity, marital or civil partner status or any other consideration prohibited by law.

PFCCF is committed to safeguarding and promoting the welfare and safety of children and young people and 'adults at risk'. Positions that involve working with such groups are subject to safer recruitment protocols.

Declaration

I, ……. confirm I have read, understood, and agreed to this job description, which explains the main duties/responsibilities of the role, but is in no way exhaustive and any other duties relevant to the role may be required as and when.