

Service Development Consultant

Overall purpose of the post

- Working alongside the Senior Leadership Team, this new role is designed to identify, test and develop opportunities for growth and development for ICM to grow existing income and develop new income streams. Areas of focus to include education, accreditation, exam delivery, schools, Pupil Referral Units (PRUs), health sector.

Accountability

The post holder will be accountable to the Senior Leadership team of Ipswich Community Media

What does success look like:

- Undertaking a review of ICM's current activities and identifying areas for improvement and growth
- Leading a consultation with staff, Trustees, volunteers and partners on current activities and potential for growth and development and compiling recommendations
- Developing a Business Engagement plan for the organisation
- Identifying and developing existing organisational partnerships
- Identifying and forging new partnerships with local business and charity partners
- Prioritising and trialling new income streams
- Supporting the development of ICM's Social Impact Measurement work to develop new income streams
- Providing regular monitoring and evaluation reports on business activity
- Supporting our reporting activity to existing funders and providing recommendations on areas for extended activity and growth, including financial assessments of costs involved and staff implications
- Supporting the Directors to make the business case for ICM's premises needs and leveraging this to secure additional investment in / match funding of premises
- Supporting the development of an income generation plan for new premises

The above is not an exhaustive list of duties, but a guide to key tasks and responsibilities. The post holder may be asked to take on other duties from time to time by agreement with their manager.

Relevant Experience we're looking for:

- Proven experience of successful and sustainable project development
- Ability to network, identify, and build relationships with potential funders locally, regionally and nationally
- Can adapt style to build relationships at all levels including local government, business, social enterprise, education and medical sectors
- Ability to meet performance delivery targets
- Proven ability to generate income through business development
- Ability to design and implement business plans
- IT skills
- Can manage projects within set timescales and budgets

Key behaviours:

- Can represent the organisation in a positive way to potential funders and the local community
- Can take ideas and put them into reality by creating innovative but realistic plans which can be rolled out across the organisation
- Is able to multi-task and work under pressure
- Can present information in an engaging way to a wide range of audiences
- Ability to work as part of a team and on own initiative
- Self-motivating and work under pressure
- Ability to be resourceful and proactive when issues arise
- Open minded – able to relate to people from all walks of life
- Passion for supporting the local community
- Commitment to equal opportunity and racial justice

Desirable criteria:

- Experience and knowledge of Social Enterprise development
- Experience of the charity/third sector

We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender or disability. As part of our commitment to racial justice we particularly welcome applications from Black, Asian and Minority Ethnic candidates.

Place of work: Hybrid working – office (South Street, Ipswich) and home-working

Hours: Part-time, freelance – 2 days p/w

Rate: £150 per day. Bonus opportunities available.