

VACANCY	Business Development Officer
Reporting to:	SPFL Trust General Manager
Salary:	£21,000 (pro rata)
Hours:	21hrs per week
Location:	Glasgow based with potential for some UK wide and European travel
Contract:	1yr fixed term (potential for continuation subject to funding)
Pension:	6% of basic salary paid into an agreeable pension scheme
Holidays:	15 days plus public holidays

The Scottish Professional Football League Trust - Overview

The Scottish Professional Football League (SPFL) Trust is an independent charity associated with the Scottish Professional Football League.

We work in partnership with Scotland's 42 professional clubs and external agencies to promote, support, fund and administer activities which inspire SPFL clubs to help meet the identified social needs of the people of Scotland.

Our purpose is to use football's unique presence to assist Scotland's people to achieve their goals and improve their life chances.

Our vision is to work with SPFL clubs to use the unique power of football to engage with communities.

Key Areas : *Strategic:* Capacity Building / Promotion & Lobbying. *Delivery:* Attainment, Health & Inclusion

Objective : To identify and maximise income generation opportunities through corporates, trusts and grant-giving organisations to support the long-term work of the SPFL Trust; support diversification of income opportunities and assist in development and implementation of fundraising activities.

Key Tasks

- Develop new income streams from charitable trusts, businesses and individuals
- Retain share of current markets by deepening relationship with existing audiences
- Achieve cost savings and value for money through increased partnership working
- Regularly monitor donor websites & identify fundraising opportunities with corporates, trusts & grant-giving organisations.
- Write compelling bids/tenders and deliver pitches to win new grants, projects and partnership work with other organisations.
- Compile and maintain a database of our donor organisations and potential donors.
- Maintain relationships with funders and respond to their requests regularly.
- Work with the General Manager to support the submission of reports.
- Support the General Manager to seek alternative resources for long-term sustainability of the organisation.
- Organise, or provide assistance in organising, any fundraising events for the organisation.
- Suggest other innovative ideas for effective resource mobilisation.
- Any other duties as may reasonably be required.

General

- To provide written reports to the General Manager within agreed timescales.
- To represent the SPFL Trust, Clubs and projects at national & local events as required.
- To promote the belief and ethos of the projects and the SPFL Trust at all times.
- Undertake appropriate training requirements which will support your personal development and keep an accurate record of your CPD log.
- Undertake any reasonable tasks as required to successfully fulfil the objectives of the SPFL Trust.

Person Specification

The SPFL Trust has developed the use of selection criteria to aid objective recruitment in line with Equal Opportunities Policy. Candidates must address all these criteria in their supporting statement. **Employment is conditional on the successful applicant undergoing reference checks.**

Essential

Shares the aims and values of The SPFL Trust

High standard of written English with the ability to produce concise and persuasive prose.

Outgoing with excellent communication and presentation skills.

Good research skills with attention to detail.

Experience and success in writing compelling bids/tenders and delivering engaging pitches to charitable trusts and grant-giving organisations.

Experience and success in securing new corporate partners.

Have knowledge of the charity sector and the issues that face small charities.

Have an understanding and appreciation of the charity fundraising environment.

Good at building professional relationships with other organisations.

Effective problem solving.

Innovative with the ability to see yours (and others) ideas through to fruition.

Friendly, approachable and works well under pressure.

Degree or equivalent experience in a relevant field.

Can work to deadlines and manage competing priorities.

Be able to use own initiative and work autonomously.

Experience of maintaining databases, writing reports and analysing organisational impact.

Confident at using IT including Microsoft office packages.

Desirable

Have worked on individual giving in a previous role.

Have previously worked on or supported the development of a Business Development strategy.

Have previously worked in or with a small charity or in the voluntary sector.

Has knowledge of the football and/or community sports sector and the challenges facing this sector.