



JOB DESCRIPTION

BUSINESS DEVELOPMENT MANAGER

www.nevislandscape.co.uk

Immerse yourself in the mountains, rivers, and native woodlands of Ben Nevis and Glen Nevis and play a key strategic role in caring for this landscape of massive proportions and breath-taking grandeur.



SALARY:	£35,000
LOCATION:	The post is based in Fort William although hybrid working on a 50/50 basis would be considered. NLP do not cover travel to the office or accommodation if required.
TERM:	2-year fixed term contract which could be extended subject to funding/budget
HOURS:	The Nevis Landscape Partnership offer a progressive, flexible 4-day working week (30 hours / week) with occasional weekend/out of hours working as required by the activities of the organisation.
ANNUAL LEAVE:	28 days per year to include all public holidays
PENSION:	5% Employers Contribution
CLOSING DATE:	Wednesday 13th July 2022
1st STAGE INTERVIEW:	Tuesday 19th July 2022 - by zoom
2nd STAGE INTERVIEW:	Friday 22nd July 2022 - in Fort William to include a short walk into Glen Nevis with representatives of the Board.

Ben Nevis, Britain's highest mountain, sits within the Ben Nevis and Glen Coe National Scenic area, with Ben Nevis and large parts of Glen Nevis also being a Site of Special Scientific Interest. The area is a beacon all who seek adventure, exploration, nature, geology, and culture. Whatever your adventure, you will find it living and working in the Outdoor Capital of the UK.

<https://www.youtube.com/c/NevisLandscapePartnership/videos>

Founded in 2002 to care for the natural and cultural heritage and wild land areas of Ben Nevis and surrounding landscape, the Nevis Landscape Partnership promotes thoughtful access, enjoyment, and appreciation of Ben Nevis and Glen Nevis, by working in partnership and cooperation with the landowners and stakeholders in the area. As we look forward to celebrating our 20th Anniversary, we are seeking a dynamic Business Development Manager to lead our organisation to develop business opportunities to increase our resilience and allow us to deliver more for the area.

The Nevis Landscape Partnership offers an attractive salary and progressive and flexible working conditions including a 4-day working week, ensuring a great work / life balance. Reporting to the Board, you will be supported by the NLP Administrator and Volunteer Coordinator, together with the Seasonal Ranger Team and Events Liaison Officer.

KEY WORK AREAS

This is a fast-paced and varied role managing the business of the Nevis Landscape Partnership, with a focus on three key areas of work:

- Business development with a strong environmental focus
- Environmental stewardship of the area, contributing to improved climate resilience for the area
- Partnership and stakeholder relationship building and working

TASKS AND RESPONSIBILITIES

- Oversee the financial business and charitable aims of the organisation, including submission of statutory returns
- Prepare and present financial planning and project progress reports to the Partnership Board.
- Raise the profile of the organisation locally and nationally and encourage membership uptake.
- Proactively develop and manage a portfolio of sustainable income streams and funding opportunities.
- Oversee and line manage a small team of core and seasonal staff
- Review and update procedures and policies as required
- Oversee all relevant procurement processes
- Ensure all statutory requirements relating to the delivery of projects are met and that all necessary permissions and consents are in place.
- Ensure partners and funders are kept informed and are acknowledged.
- Ensure projects are delivered within time and budgets.
- Oversee the preparation and submission of grant claims and reports
- Liaise with accountancy/audit providers and funding bodies as required
- Liaise with relevant local and national organisations
- Ensure website and social media channels are kept up to date.
- Other duties as could be reasonably required by the NLP Board.

PERSON SPECIFICATION

The successful candidate should be able to demonstrate that they have the majority of the following skills, experience or knowledge, which must be evidenced by appropriate further or tertiary education, by a professional qualification and/or equivalent work experience.

Essential

- Proven experience of business development and sound analytical business acumen.
- Proven experience of partnership working and be an excellent collaborator.
- Experience of working in the environmental or land management sector
- Ability to manage a broad scope of work concurrently while planning several months ahead.
- Proven track record of successful grant writing and managing multi-funder projects.
- Excellent interpersonal, negotiating and communication skills, verbal and written.
- Experience of working with companies, boards or other forms of management groups, in particular in the charitable or voluntary sector.
- Good IT skills including MS Office, email, internet and social media.
- Experience of managing a small team.
- Experience of financial management and reporting.
- Pioneering, innovative perspective and passionate about continuous improvement.
- Characteristics of resilience, resourcefulness, influencing and analytical skills
- Ability to use initiative and work without close supervision.
- Full Driving Licence

Desirable

- Possess an environmental or land management degree
- Knowledge of green/carbon finance for community benefit.
- Awareness of the issues associated with managing a high-quality mountain environment and popular visitor destination.
- Knowledge of current thinking and policy on environmental issues from regional, national and European perspectives.
- D1E category on licence to permit driving minibus with trailer.