

AFK JOB DESCRIPTION

Job Title: Services and Business Development Manager

Report To: Executive Director of Services

Salary: £41,212

Hours: 35 hours per week

Contract: 12 months, fixed term

Location: Kentish Town, London NW5 3EW

DBS: This post is subject to an enhanced criminal record check under the arrangements established by the Disclosure & Barring Service

Context of Job

AFK is a national charity helping young disabled people develop their independence and find employment. Our vision is a world where all people living with a disability get to lead the life they choose. As part of this we provide bespoke employment skills training and organise work placements across North London. At a national level, we provide mobility equipment not available on the NHS for disabled children and young people up to the age of 25.

Job Purpose

The purpose of this role is to lead on service and business development opportunities within AFK and with existing and potential partners. The role will work closely across the organisation, and with young people and other stakeholders to develop and deliver services and new opportunities for disabled young people. Working with the teams to find funding opportunities for both new and existing work is central to this role.

Working Conditions

The post is 35 hours a week, normally between 9am and 5pm. *(We are currently piloting Hybrid working with 2 core days in the office and 3 days working from home with core hours between 10am and 4pm).*

The post holder may be expected to work some evenings and weekends as required by the job.

AFK operates a No Smoking policy.

Principal Responsibilities

Services Development

- As part of our Service Delivery team, you will work closely with the Fundraising team to create and develop new opportunities or services in line with our Mission.
- Overall management responsibility for running and further developing work with work placement partners such as the Edible Garden, and referral partners such as Schools.
- Develop the organisation's work on co-production through running the Leadership Project and establishing a Youth Advisory Board to work alongside AFK's Trustees and Senior Management Team.
- Lead on the development of a range of programmes and activities that support disabled young people up to the age of 25 to know their rights, gain relevant skills and experience and make informed decisions about key aspects of their adult life.

Business Development

- Work with the Executive Director of Services, and the Fundraising and Communications team, to develop funding opportunities for new and existing projects and services.
- Work closely with external organisations, including employers and schools, to provide opportunities for disabled young people to further their interests, aspirations and develop skills.
- Develop opportunities and methods to provide services, information, and skills to those who do not directly attend AFK. This would include training programmes, campaigns, and events all of which will be developed with service users and other stakeholders.

General

- Line-manage the Service Delivery Facilitators, and the Travel Training Co-ordinator.
- Play a key role in keeping young people safe by being part of our Safeguarding team, alongside the Executive Director of Services.
- Produce regular progress reports for the Executive Director of Services, funders, and other relevant audiences.
- Any other duties as required by senior management.

Person Specification: Services and Business Development Manager

Criteria		Essential	Desirable
Qualifications	Professional level qualification in a relevant area, (such as teaching, social work, youth work) that involves developmental work with young people		✓
Skills, Experience and Knowledge	A minimum of 3 years' experience of working with disabled young people	✓	
	Knowledge and experience of involving young people in decision making and planning (Co-production and co-design)	✓	
	An understanding of the principles and practice of a person-centred approach, and how it relates to service delivery and development.	✓	
	Knowledge of public sector systems and structures	✓	
	Experience of developing and bidding for new business and/or service opportunities		✓
	Knowledge and understanding of current legislation affecting disabled young people and their families	✓	
	Experience of working in the Voluntary or Community Sector		✓
	Experience in working with a range of stakeholders to develop and deliver services for young people and families	✓	
	Proficient IT, management information and reporting skills	✓	
Safeguarding	Knowledge and understanding of Safeguarding and what it means when working with disabled young people	✓	
Qualities	A confident networker with a range of internal and external stakeholders	✓	
	An effective communicator in a range of settings – persuasive, assertive, diplomatic, empathetic	✓	



	Able to work independently and as part of a team	✓	
	Able to lead a team and inspire confidence	✓	
	Able to manage a range of complex projects and activities	✓	
Equal Opportunities	A commitment to equal opportunities and anti-discriminatory practice	✓	
AFK's Mission	An understanding of, and commitment to, AFK's Mission and Vision	✓	