

## Job Description

### Job Title

Head of Business Development

### Hours

37.5 per week (full time)

### Contract

Permanent

### Role profile and grade

OS50A Grade 5

### Salary

£48,022

### Location

Together Trust, Schools Hill, Cheadle, Stockport, SK8 1JE / Hybrid working with travel

### Reports to

Commercial Director

### Type of DBS required

Enhanced Child & Adult Workforce (We will apply for this on your behalf.)

## Job Summary

Together Trust is entering an exciting phase of growth and transformation. To deliver our ambitions, we need a strong, consistent business development function that can identify the right opportunities, shape them effectively, and secure sustainable income through high-quality bids and partnerships.

As the Head of Business Development, you will provide strategic leadership and hands-on delivery to stabilise and strengthen the Trust's business development approach. You will lead the end-to-end opportunity pipeline - from market intelligence and commissioner engagement through to bid development, governance and mobilisation handover - ensuring opportunities are aligned to strategy, deliver strong outcomes, and are financially viable.

This is a high-impact role, working closely with the Commercial Director, Service Director, Heads of Service, Finance, Communications and Marketing, and operational leaders. You will bring clarity, pace and assurance to business development activity, while building capability and leaving behind improved processes, templates and a clear forward plan.

## Key Responsibilities

The postholder will have the following responsibilities:

- Provide visible leadership for the Trust's business development function, setting clear priorities and ways of working, and coordinating contribution from service, operational, clinical and corporate colleagues.
- Develop and maintain a Trust-wide opportunity pipeline (tenders, frameworks, spot-purchase growth, strategic partnerships and other commissioned income routes), including qualification, prioritisation, and clear next steps.
- Lead proactive engagement with commissioners, local authorities, Integrated Care Boards (ICBs), NHS partners and other stakeholders to understand demand, shape specifications where appropriate, and position the Trust effectively.
- Own the end-to-end bid process: establish bid plans, coordinate contributors, draft and quality-assure responses, and ensure submissions are compliant, persuasive, and submitted on time.
- Work with Finance and service leads to ensure all bids and proposals are underpinned by robust costing, pricing, risk assessment and contract terms review; ensure financial viability and appropriate approvals before submission.
- Create and embed a practical bid governance approach (stage-gates, templates, timelines and sign-off), so that bidding is consistent, efficient and auditable.
- Support or lead negotiation, clarification meetings and presentations with external partners, ensuring the Trust's value proposition, outcomes and safeguards are clearly articulated.
- Support mobilisation and handover for successful bids: develop mobilisation plans, identify risks and dependencies, coordinate early implementation activity and ensure clear ownership post-award.
- Provide regular performance reporting (pipeline value, win rate, conversion, key themes and risks) to the Commercial Director and relevant governance groups, and contribute to wider strategic planning discussions as required.

- Build and maintain a bid evidence library (case studies, outcomes data, policies, accreditations, quality statements and social value content) to improve quality and speed of submissions.
- Identify capability gaps and provide coaching and guidance to internal bid contributors (including service leads) to improve bid discipline, writing quality and commercial confidence.
- Maintain appropriate confidentiality and compliance with procurement law principles, GDPR, safeguarding expectations and internal governance requirements.

## Deliverables and Measures of Success

The exact focus will be agreed in the first 2-4 weeks, but is expected to include:

- A refreshed 6–12-month business development plan aligned to the Trust’s strategic priorities, including target markets, priority services, and a clear pipeline of opportunities.
- A simple, effective bid governance model (stage-gates, templates, timelines and sign-off) embedded and understood across relevant teams.
- A prioritised commissioner engagement plan for key local authorities and health partners, including Stockport and neighbouring areas, with documented contacts and next actions.
- Delivery of priority live bids (and associated business cases) to required quality and deadlines, with measurable improvements in bid quality and consistency.
- A strengthened bid evidence library and a repeatable approach to capturing learning from wins and losses.
- Clear reporting and dashboards for pipeline activity and outcomes to support decision-making and assurance.

## Other Responsibilities

- Champion the Together Trust’s vision, mission and values, and role model the Trust’s behaviours.
- Commit to promoting equality, diversity and inclusion in how opportunities are developed and how the Trust works with partners.
- Maintain a visible presence across Trust services and corporate teams, balancing hybrid working with on-site engagement as needed.

## Person Specification

Please demonstrate, using examples in your application, how you meet the criteria below and how your experience relates to the responsibilities of the role.

### Education, qualifications and training

Essential	Desirable
<ul style="list-style-type: none"><li>• Educated to degree level (or equivalent senior leadership experience).</li><li>• Evidence of continuing professional development in leadership, commissioning, commercial practice or service transformation.</li></ul>	<ul style="list-style-type: none"><li>• Postgraduate qualification (e.g. MBA, Masters) or equivalent.</li><li>• Relevant professional qualification (e.g. procurement, project management, bid writing).</li></ul>

### Experience and skills

Essential	Desirable
<ul style="list-style-type: none"><li>• Significant senior experience in commissioning, business development, service development or strategic partnership working within a public service environment (e.g. local authority, NHS, education, social care, VCFSE).</li><li>• Proven track record of developing successful proposals, business cases, tenders or commissioning documentation - including coordinating multiple contributors to deadlines.</li><li>• Strong stakeholder management skills, including experience engaging credibly with senior commissioners and partners.</li><li>• Demonstrable commercial and financial acumen: ability to challenge assumptions, understand cost drivers, and support robust pricing and risk decisions.</li></ul>	<ul style="list-style-type: none"><li>• Experience in SEND, specialist education and/or children's social care commissioning, including engagement with local area partnerships and improvement programmes.</li><li>• Experience of negotiations, contract clarifications, and mobilisation planning for new services.</li><li>• Experience of leading a business development team or function.</li></ul>

<ul style="list-style-type: none"> <li>• Experience of leading and improving processes (e.g. governance, workflow, quality assurance) and creating practical templates and toolkits.</li> <li>• Excellent written communication and editing skills, with the ability to produce clear, persuasive, evidence-based narrative.</li> <li>• Confident IT user (Microsoft 365) and comfortable using CRM or pipeline tracking systems.</li> </ul>	
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### Knowledge and understanding

Essential	Desirable
<ul style="list-style-type: none"> <li>• Good understanding of public sector commissioning and procurement routes, including tendering, frameworks and contract governance.</li> <li>• Understanding of the importance of safeguarding, quality and regulatory expectations when developing and mobilising services for children, young people and adults.</li> <li>• Ability to analyse complex problems, identify options and recommend proportionate solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant regulatory and inspection frameworks (e.g. CQC, Ofsted) and how quality assurance supports commissioning outcomes.</li> <li>• Understanding of social value requirements and how to evidence impact effectively in bids.</li> </ul>

### Other

Essential	Desirable
<ul style="list-style-type: none"> <li>• Full UK driving license with ability to travel across Together Trust locations and to partner/commissioner meetings as required.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## **Additional Information**

Applications are very welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.