

 This job is no longer available

Business Manager

Recruiter	OASIS-TALK
Location	City of Bristol
Salary	£32,000-£41,000 per annum (pro rata of hours worked)
Posted	17 Mar 2016
Closes	07 Apr 2016
Industry	Finance & Accounting, Financial services, Marketing & PR, Conferences & events, PR, Social care, Counselling, Health
Job Level	Management
Hours	Full Time
Contract	Permanent
Listing Type	Job vacancy
Education Level	Undergraduate degree (or equivalent)

Oasis-Talking Therapies CIC (Oasis-Talk) is a social enterprise with a strong commitment to emotional health services in the South West providing talking therapies and psycho-educational support to those who most need it, including hard to reach groups. We are currently one of the main providers of NHS Primary mental health care in Bristol and South Gloucestershire. We are looking for a Business Manager who will take a lead on business development, with a significant contribution to finance and performance management. In particular:

- To provide a complete business support service including development and implementation of growth opportunities.
- To support the Directors in the achievement of financial, performance and operational objectives.
- To assist Directors in developing and delivering services which embrace the values and the vision of Oasis-Talk.

HOURS OF EMPLOYMENT: Full time or part time. Part time is a minimum of 3 day (23 hours).

ROLE DESCRIPTION

Business Development and Planning

1. To work closely with the Directors to assist in identifying and developing opportunities for new initiatives and business.
2. To work closely with the Directors and the Trustees to identify priorities for funding.
3. To take a lead in the development of new business through engagement with a wide range of organisations relevant to our current strategic planning. This activity will include developing effective relationships with a wide range of private, public and third sector organisations and following up on leads developed by others.
4. Work with the CEO to prepare business proposals, bids and plans.
5. To contribute to the negotiation of contract renewals with commissioners.
6. Be responsible for ensuring business continuity is undertaken, planned and monitored across the Organisation.
7. To ensure appropriate representation at key business networking events that support the business aims of the Organisation.
8. To act as principle contact for all business enquiries and following up new business opportunities.
9. Identify new market opportunities and develop business plans for effective implementation of initiatives.
10. To represent the organisation at key meetings and events.

Financial

1. Responsible for the creation and monitoring of the budget in conjunction with the Directors.
2. Oversee budgetary management and the production of regular financial reports for the senior managers and the Board of Directors.
3. To monitor and control income and expenditure and ensure that the organisation is on track to meet financial goals.
4. To support the Operations Director to review the workforce on a regular basis to ensure balance between financial and operational objectives is achieved.
5. To be accountable for monitoring that the delivery of all services is within agreed budgetary levels, identifying any cost pressures or savings within the services. Ensure the correct processing of financial documents and to oversee the organisations account systems.
6. Manage the organisations finances and provide effective budgetary control, monitoring and administration.

Performance

1. To assist the Operations Team to monitor and evaluate performance against standards or agreed targets.
2. To assist the operations manager to analyse and interpret complex information and performance data and highlight issues to the Operations Director where necessary.
3. To assist the operations team to plan and monitor systems to deliver against core contracts and support service KPIs.
4. Produce reports that are of high standard, show themes, trends and outcomes that are clear in purpose and can be delivered at Board Level.

Other Duties and Responsibilities

1. To represent the organisation and positively promote its work.
2. To provide training and development that is relevant to the role.
3. To develop a comprehensive knowledge of the organisation's services.
4. Assist in the development and implementation of strategy and business planning.
5. Assist in the recruitment staff to the organisation as required.
6. Provide general non-clinical advice and information though incidental contact with persons who use our services.
7. To produce and deliver presentations to a wide range of stakeholders.

PERSON SPECIFICATION:

Training and Qualifications

Essential

- Educated to degree standard or post graduate diploma in a relevant business programme
- Evidence of commitment to ongoing continuous professional development

Desirable

- Statistics or equivalent qualification

Experience

Essential

- A minimum of 3 years' experience as a Business Manager
- Experience of budgetary accountability and management
- Proven record of preparing business proposals and winning contracts
- Experience and evidence of contributing to bid writing and preparation of successful bids
- Extensive experience in using computer software including word processing, database and spreadsheets
- Previous experience of assisting others to achieve income generation targets for an organisation

Desirable

- Experience of facilitating partnership working
- Experience of working in health and social care sectors

Knowledge and Skills

Essential

- Extensive knowledge of business administration procedures and financial processes
- Excellent oral and written communication skills
- Demonstrated ability to work independently and in a team environment
- Highly developed organisational skills with exceptional attention to detail
- Able to identify critical issues and priorities and deliver targets within timescale
- Problem solving and analytical skills
- High level of IT competency and systems information skills
- Able to build and maintain trust and strong working relationships
- Excellent planning and organisational skills
- Good problem solver
- To be able to assimilate complex ideas relating to different subject areas in order to promote these areas to others with a view to developing business
- Proven ability to multi task and manage a demanding workload
- Proven ability to work flexibly, collaboratively and creatively with others
- Ability to negotiate
- Numerical skills
- Presentation skills

Desirable

- Knowledge and experience of health and local authority commissioning and procurement processes
- Knowledge of local Community and third sector services in health and social care

Attributes

- Self-motivated and enthusiastic
- Autonomous but aware when to seek advice
- Proactive and flexible approach to workload
- Ability to adapt to an unpredictable work pattern and change

Supporting Information:

- **Please send letter of application and CV via the button below.**
- **For Further Information Call 01179 709423**

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