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# JOB DESCRIPTION

**JOB TITLE: Business Development Manager**

**GRADE: AS41 - 45**

**REPORTING TO: Business Director**

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**ROLE OVERVIEW**

Located in the heart of Cornwall, Truro School is an excellent Independent School offering a first class education for children aged from 3 to 18 across two sites. Truro School has first class fantastic facilities, a wide ranging events calendar and significant opportunities for an engaging and motivated business development manager to grow the commercial aspects of the School.

This exciting new role for a Business Development Manager will be part of the Business Director’s Support Services Management Team and provide strategic and day to day leadership for all aspects of Truro School Enterprises Limited (TSE.)

The role will be responsible for the development of the business and trading performance of TSE via the Sir Ben Ainslie Sports Centre (SBASC), Cookery School and cafés, Burrell Theatre, Events and Lettings (Residential and Corporate), Advertising revenue, the Gallery, commercial contracts and new initiatives.

You will also provide business and leadership support for the Business Director and Head in order to encourage a more commercial approach to running the School.

**Direct Reports:** SBASC Manager, Cookery School Manager, Theatre Manager, Events Manager, Technical Support Manager.

**KEY FUNCTIONS**

**Commercial awareness and strategic planning**

You will be responsible for:

* steering the direction of TSE including growing and driving new business elements, including marketing, people, new initiatives and balancing profitability, capacity and the wider interests of the School
* development and growth of external business, professional and community networks to produce new business opportunities and generate income
* supporting and developing the commercial awareness of your team and the wider School community, to be forward thinking in business awareness and practices
* delivering the business plan and annual plans alongside and with the support of the Business Director.

**Leadership**

You will be:

* directly responsible for TSE’s overall business management, performance, people and operations, whilst also providing wider support to the Business Director in pursuit of the School’s strategy and community vision
* responsible for embedding an ethos of service excellence, brand quality and people development in your team and delivery
* responsible for a team which includes the: SBASC Manager, Cookery School Manager, Theatre Manager, Events Manager, Technical Support Manager
* leading the direction and development of the TSE team through personal leadership, coaching, performance management and recruitment
* working in conjunction with the Business Director and SLT to undertake an annual public benefit audit in terms of our obligations as a School within a registered charity
* responsible for driving excellent corporate relations and be front-of-house for high profile events.

**Business management**

This role will

* align the activities and outputs of TSE to the overall School strategy
* maximise the contribution of TSE in relation to financial performance, pupil retention and recruitment, brand/reputation/quality and public benefit whilst retaining a balance with the wider school objectives
* support and coach the key members of the TSE team to develop new business
* work alongside Marketing and Communications at the School to ensure maximum mutual benefit is obtained
* initiate and develop new ideas
* identify ineffective processes and work both with the immediate team and others across the School to improve efficiencies
* review budgeting, target setting, financial monitoring and reporting to support regular and effective performance expectations, reviews and management
* communicate, plan and deliver through formal and informal matrix management structures
* oversee the School’s events booking system (currently Gladstone) and co-ordinate with the School calendar to ensure effective planning and delivery
* produce reports on TSE as necessary, providing information on costings, budgets and performance as required liaising with the Finance team as appropriate
* ensure compliance with all relevant legal, financial, corporate governance, insurance, health and safety, independent schools’ standards and property regulations with appropriate guidance from your line manager, MIST and/or other professionals.

**THE PERSON**

***Essential Criteria***

* Strong record in business development, management and organisational skills
* Financial and commercial acumen including the ability to set, manage, monitor and deliver budgets and develop and implement longer term plans
* Self-motivated and results-orientated with good resilience when tackling challenges.
* Effective communication and people skills including experience in leading and managing people, driving change, developing a culture of positive behaviours and team leadership
* A strong bias for action with an effective knowledge of and experience in service delivery excellence, efficiency/effectiveness, cost control, process & risk management, health and safety and developing new business opportunities
* Sympathy and understanding towards the non-commercial aspects of a busy, sector leading independent School

**You should be:**

* Both a leader and a team player, pragmatic and prepared to take a hands-on approach when needed
* Forward thinking, open minded and adaptable to change
* Able to work flexibly to meet deadlines, to use initiative and process in problem solving and identify possible solutions and actions
* Sensitive to the ethos of a Methodist-foundation school

***Desirable Criteria***

* Experience of working in an organisation with Charitable status
* Knowledge of the challenges of working in an academic environment

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed: October 2019**

**Reviewed by: Business Director / Human Resources Manager**