

Job Description



Job Title: Area Head of Business Development for East Yorkshire, East Midlands, Northamptonshire and Essex

Reports To: Chief Executive Officer

Reports: Development Support Officer South

Location: Home or Land Trust Office (Warrington)

Remuneration: £40,000 to £45,000 + performance bonus + pension

ABOUT THE LAND TRUST

The Land Trust is a Registered Charity based in Warrington and operating nationally. We are leading the way in establishing new, sustainable solutions for the management of open space, on behalf of, and in partnership with, local communities. We are responsible for the management of around 60 sites (2200 hectares of land) across the UK, including urban parks, designated nature reserves and listed buildings. We work with local partners, such as Groundwork, Wildlife Trusts and The Conservation Volunteers, to manage sites on the ground and engage communities.

We help a wide range of public and private landowners: including large sale landowners, housing developers, landfill operators, local authorities and mining companies, who, for a variety of reasons, want to pass on responsibility (or liability) for the management of sites, public open space or new green infrastructure to find bespoke long-term funding and, management solutions for land. These can include service charges, section 106 or endowment, or a hybrid of funding sources. Our current endowment portfolio of over £100m provides the financial resources to ensure that our endowed sites are managed to a good standard and contribute to the wellbeing of the communities by which they are surrounded.

Our primary aim is the delivery of our five charitable objectives: environment and biodiversity; community cohesion and volunteering; health and wellbeing; education and training; and economic benefits.

PURPOSE OF THE POST

- To secure land and funding from private companies and public bodies to allow the Land Trust to deliver its charitable objects.
- Creation of projects, which provide economic, environmental, health, education and community cohesion benefits to communities who enjoy the land in the Trust's management.
- To deliver income to the Land Trust to fund and deliver its charitable objectives.

Development and implementation of land acquisition projects

- Progress the existing pipeline priorities/opportunities for acquiring new sites through developing and enhancing established relationships.
- Grow the pipeline by identifying land acquisition and project opportunities through LT marketing initiatives and individual/corporate networks.
- Manage outsourced development partners and intermediaries to identify opportunities.



- Ensure that project enquiries are properly recorded, prioritised and actioned and recorded on the CRM to maximise development opportunities and maintain sound records for future pipeline activity.
- Develop projects within the Land Trust's pipeline management system through a process from initial enquiry through to acquisition and provide monthly updates on pipeline activity to the Business Development Group.
- Ensure that all business development documentation meets all standards of working and timescales before submission of formal papers to the Business development Group for authorisation to proceed and final authorisation to the Board. Individual projects will require a number, or all of the following aspects to be negotiated and agreed, or investigated and made fit for purpose: Land assembly, land acquisition, environmental constraints, site design, capital funding, long term management funding, engagement of local delivery partners, site management, community engagement, financial control etc.
- Develop detailed proposals and costs for individual sites with partner organisations and the local community, ensuring that all proposals are authorised in advance in consultation with the Finance Business Partner and is based on robust development assumptions and financial planning.
- Appoint and manage consultants to support project development.
- Project manage the implementation of capital works contracts through partners and/or contractors.
- Complete due diligence prior to the transfer of sites in accordance with LT policies.
- Prepare and agree legal agreements during the development phase of projects including licenses, management agreements, leases and freehold transfers.
- Manage and be accountable for budgets and expenditure on each project.
- Maintain the necessary administrative systems to ensure effective project management and monitoring.
- Work with the communications team to ensure communications with partners and the wider community is effectively managed.
- Ensure the post authorisation process is carried out to the agreed processes and timescale to ensure a smooth and efficient handover to finance and the portfolio team, ensuring that all legal and due diligence work is transferred post transfer in a timely manner and is fully compliant to all current standards and
- Lead the ongoing delivery and transfer of multiphase strategic schemes, to ensure a seamless and smooth transition to portfolio management and the ongoing management of all sites.

Support the Senior Leadership Team in promoting the Land Trust

- Ensure the promotion of the Land Trust as part of project development.
- Identify and develop new partnership and networking opportunities for the Land Trust.
- Represent the Land Trust at a local, regional or national level.



Person Specification

Appropriate professional qualification

- Educated to degree level or equivalent.
- Evidence of and commitment to continual professional, leadership and personal development.

Experience and Track Record

- Track record of successfully identifying, developing and implementing multi partner asset or land based projects.
- A history of developing and managing relationships at senior level with partner organisations, communities and funding bodies.
- Experience of working with a range of clients (public and commercial) at the local, regional and national level to create development leads.
- Track record of converting development leads (pipeline activity) into deliverable projects from a range of clients.
- Experienced project manager (preferably in the field of land management and development) from initial proposals to final delivery is essential. This includes: preparing papers and documentation in line with Land Trust's processes and procedures and meeting client's timescales.
- Understanding of the market in which the Land Trust operates.
- Demonstrable proven track record in building relationships, managing a pipeline and understanding development viability and finance in order to meet annual targets.
- Experience of land transactions and liaising with client solicitors and Land Trust solicitors to deliver projects that are in line with Board papers and are clear and precise to support successful handover to the portfolio team.
- Track record of effective prioritisation of projects (and consulting with Line Manager to check our priorities) to maximise deliverable projects to the Land Trust, both over the short-term and the longer term.
- Track record of problem solving demonstrating pro-activity, sensitivity and creativity in formulating solutions that meets the client's needs and is in line with the Land Trust's strategy and objectives.

Interpersonal Skills

- Ability to work on own initiative to manage competing priorities.
- Able to work under pressure and progress a number of projects at different stages of the development cycle at one time.
- Excellent influencing and communications skills to work effectively with a wide range of parties to successfully complete deals and form partnerships.
- Experience of working within a team environment.
- Excellent and credible presentation skills to give confidence to potentially challenging clients.
- Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement.
- Passionate, committed and self-motivated.
- Ability to engage with staff, peers, board members, and external partners to build relationships based on honesty, trust, mutual respect and integrity to inspire confidence and respect.
- Excellent communications skills including ability to develop and manage relationships with partner organisations and ability to engage and work effectively with local communities

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- Commercially astute, a solution funder with a “can do” attitude.
- Results driven, with a proven ability to nurture relationships

SALARY

- £40,000 - £45,000 (Depending on Experience)
- Business travel costs will be reimbursed
- 25 days holiday per year, plus bank holidays. Rising to 30 days with 5 years’ service
- A defined contributions pension plan, with Land Trust matching employee contributions up to 6%

APPLICATIONS

Please e-mail a CV and covering letter to recruitment@thelandtrust.org.uk

Closing date for applications is **Tuesday 3rd April 2018**

Interviews will take place in Birchwood, Warrington on Friday 13th April 2018