JOB DESCRIPTION

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

**Location:** Home based with substantial travel

**Hours:** Full time

**Salary:** £40,000 to £45,000

**Responsible to:** Chief Executive Officer

**Responsible for:** Development Support Officer

**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.

1. **Development and implementation of land acquisition projects** 
   1. Progress the existing pipeline priorities/opportunities for acquiring new sites through developing and enhancing established relationships.
   2. Grow the pipeline by identifying land acquisition and project opportunities through LT marketing initiatives and individual/corporate networks.
   3. Manage outsourced development partners and intermediaries to identify opportunities.
   4. 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.
   5. 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.
   6. 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.
   7. 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.
   8. Appoint and manage consultants to support project development.
   9. Project manage the implementation of capital works contracts through partners and/or contractors.
   10. Complete due diligence prior to the transfer of sites in accordance with LT policies.
   11. Prepare and agree legal agreements during the development phase of projects including licenses, management agreements, leases and freehold transfers.
   12. Manage and be accountable for budgets and expenditure on each project.
   13. Maintain the necessary administrative systems to ensure effective project management and monitoring.
   14. Work with the communications team to ensure communications with partners and the wider community is effectively managed.
   15. 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 procedures.
   16. 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.
2. **Support the Senior Leadership Team in promoting the Land Trust**
   1. Ensure the promotion of the Land Trust as part of project development.
   2. Identify and develop new partnership and networking opportunities for the Land Trust.
   3. Represent the Land Trust at a local, regional or national level.

**Person Specification**

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| 1. Appropriate professional qualification  * Educated to degree level or equivalent. * Evidence of and commitment to continual professional, leadership and personal development. |
| 1. 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 prioritasion 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 clients 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 * Commercially astute, a solution funder with a “can do” attitude. * Results driven, with a proven ability to nurture relationships |