



Job Description

Job Title:	Business Manager
Project:	More Time
Salary:	£22,165 (inclusive of £600 essential car user allowance)
Hours:	FT
Duration:	Maternity Cover – up to 1 year
Responsible to:	Senior Manager
Job Purpose:	Responsible for the operational running of More Time across all of the delivery area. Troubleshooting day to day issues, managing the staff team and responsible for business development and marketing of services to ensure sustainability.

Main duties and responsibilities:

- Problem solving operational issues as required
- Be a point of contact for all stakeholders
- To complete tenders and quotations for new business
- Effectively manage budgets to ensure viability of business activities
- Networking and develop relationships to raise the profile of More Time
- To complete tenders and quotations for new business
- Develop leads for new business and identify potential business opportunities and partnerships
- Carry out site inspections and ensure standards are maintained across all areas of the business
- Line management of staff across operating area
- Proactively recruit volunteers and ensure paperwork is completed
- Ensure staff and volunteer inductions are in place
- Organise staff and volunteer training as required
- Implement and ensure policies and systems are adhered to
- Develop and maintain promotional material
- Responsible for general health and safety and maintenance of CHAS
- Support with any area of the social enterprise where required

Note:

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of More Time.



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Person Specification	Essential	Desirable	Where evidenced
Previous and extensive experience of working in a management role with complex responsibilities	X		Application Form / Interview/ Reference
Previous experience of managing and developing commercial cleaning contracts	X		Application Form / Interview/ Reference
Previous experience of achieving targets and increasing sales	X		Application Form / Interview/ Reference
Previous experience of managing staff and volunteers	X		Application Form / Interview/ Reference
Ability to manage complex tasks from start to finish	X		Application Form / Interview/ Reference
Previous experience of quoting for new business and managing budgets effectively	X		Application Form / Interview / Reference
Excellent communication skills including the ability to inform, influence, motivate, present and undertake effective reports / presentations.	X		Application Form / Interview / Reference
An ability to drive a culture of innovation and work in a solution focussed manner	X		Application Form / Interview / Reference



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Person Specification	Essential	Desirable	Where evidenced
Experience of establishing effective and professional relationships with customers and colleagues	X		Application Form / Interview / Reference
Previous experience of successful business development activity including compiling tenders and quotes for submission	X		Application Form / Interview / Reference
Car owner/driver and willing to carry out extensive travel across operating areas (North of England)	X		Application Form / Interview / Reference
Willingness to work to individual targets to improve performance. Evidence of working autonomously and creatively.	X		Application Form / Interview / Reference
Catering and/or retail experience at management level		X	Application Form / Interview / Reference
Experience of working with disadvantaged client groups		X	Application Form / Interview / Reference