



## **Invitation for Expression of Interest for temporary position**

**Job Title: Business Development Manager**  
**Remuneration: up to £2500 per calendar month**  
**Hours: up to full time (37.5 hours), but negotiable**  
**Responsible to: Chief Executive**  
**Responsible for: Development and execution of a Business Plan for new exciting significant opportunity**  
**Duration: initially for 6 months (nominally May – Oct 2009)**

Motiv8 has been identified as the preferred bidder, subject to contract, to take on the operation of Portsmouth Outdoor Centre. In order to achieve a smooth transition we are seeking someone with considerable experience of developing and managing complex Business Plans including both Operational and Financial Modelling.

We are expecting this work to commence in May and to last for a minimum of 6 months, with the possibility of an extension.

A brief for this temporary position is available on [www.motiv8south.org.uk](http://www.motiv8south.org.uk), 'Downloads' and expressions of interest in the form of a letter stating 'suitability for the job' are invited from individuals with relevant experience.

**Closing date for expressions of interest is Wednesday 22<sup>nd</sup> April 2009.**

**Interviews will be held on Wednesday 29<sup>th</sup> April 2009.**

Further details can be obtained from Marina Tuck on [marina.tuck@motiv8south.org.uk](mailto:marina.tuck@motiv8south.org.uk) or telephone 023 9283 4027.

Marina Tuck  
HR & Partnership Development Coordinator  
Motiv8 South Ltd  
Floor U2, The Guildhall  
Guildhall Square  
Portsmouth  
Hants  
PO1 2AL

## **Brief for Temporary Position**

### **Business Development Manager**

#### **1 Introduction**

Motiv8's core business is to engage with young people, aged 13-19, and support them to access better life chances. We do this to reduce offending, anti social behaviour and the risk of school exclusion. Motiv8 operates using the nationally recognised Youth Inclusion Programme (YIP) model of targeted delivery.

Delivery is aligned around community based teams in Portsmouth and South East Hampshire, supplemented by a Delivery Support Team (volunteering, junior leaders, student placements) and Motiv8 Outdoors. Motiv8 Outdoors is licensed under the Adventurous Activities Licensing Authority regulated by the Health and Safety Executive.

In October 2008 Portsmouth City Council announced its intention to seek a new operator for Portsmouth Outdoor Centre (Eastern Road, Portsmouth). As a result of a public tendering process Motiv8 was identified as the preferred bidder, subject to contract, in February 2009. We are currently working through specific contractual elements of the transfer but require a dedicated Business Development Manager to progress this exciting project.

#### **2 The Brief**

The main purpose of the work is to undertake the following:

- Develop a Business Plan covering all contractual, financial and operational aspects of the transfer.
- Work with the CEO and Board of Trustees to coordinate the Professional Team (solicitor, financial adviser, surveyor, HR adviser, accountant) responsible for specific aspects of the project.
- To lead on specific items contained within the Business Plan, to include:
  - Operational Model for delivery of services: work with existing Portsmouth Outdoor staff and Motiv8 staff and management.
  - Financial Model: based on both the operational capacity of the Centre and income potential of different delivery options establishing a financial model that clarifies income targets and provides cash flow predictions.
  - Income Generation (fundraising): work with CEO to deliver income targets.
- Make recommendations to the Motiv8 POC Working Group (CEO and Trustees) relating to specific Business Plan milestones and objectives.

#### **3 Commissioning Organisation**

Motiv8 South Ltd will act as the commissioning body. All invoices for the consultancy costs are to be submitted to the Finance and Office Manager at Motiv8 at times agreed at commencement of the work.

#### **4 Liaison and reporting**

The successful post will report direct to the Chief Executive of Motiv8, who will be the first point of contact for all matters.

#### **5 Timescale**

There is a wish to appoint to this post promptly to ensure sufficient time to develop and execute plans. The post will initially be for 6 months from May 2009 and may be open for an extension at the end of this date.

#### **6 Working Hours and Remuneration**

Preference for full time (37.5 hours), but exact working hours are negotiable. It is important within the expression of interest that applicants are clear about their availability. Motiv8 has allocated up to £2500 per calendar month for this work, the final amount will be based on appropriate experience and hours worked.

#### **7 Submission**

Written Submission (letter or e mail followed by signed hard copy) should include:

- Reasons for expression of interest
- Experience alongside any relevant skills, knowledge or qualifications
- Examples of previous work
- Two references
- Statement as their degree of fit with the post specification.

Note that Motiv8 will undertake an enhanced CRB for the successful applicant.

#### **8 Post Specification (E: Essential; D: Desirable)**

Strategic management within diverse organisations – a minimum of two different organisations.	<b>E</b>
Experience of Project Management including Financial Management.	<b>E</b>
Over four years experience of managing and developing teams.	<b>E</b>
Ability to understand the priorities of the organisation and translate them into service priorities.	<b>E</b>
Ability to present and negotiate confidently with senior figures from a wide range of organisations.	<b>E</b>
Knowledge of budget formulation and management.	<b>E</b>
Experience of income generation and cost control.	<b>E</b>
Experience of successfully bringing a new Business or Project from concept to reality.	<b>D</b>
Experience of operating within the policy framework of children and young people's services.	<b>D</b>
Professional qualification, degree or similar in relevant field.	<b>D</b>
Management Qualification.	<b>D</b>
Good day to day knowledge of charity law.	<b>D</b>