# Business Manager

SCHOOLS NorthEast Trading Ltd is looking to recruit a highly motivated Business Manager to join our small but very successful team.

SCHOOLS NorthEast Trading Ltd is the trading arm of the charity SCHOOLS NorthEast. SCHOOLS NorthEast is the first, and only, regional schools-led network in the UK. It represents all 1,300 schools in the North East. SCHOOLS NorthEast is an inclusive network creating a unique culture of collaboration and mutual support and bringing the expertise of our members to benefit developments within our region.

Your role is to act as a leader within the organisation, feeding into and supporting the strategic planning and decision-making of the charity’s Directors. You will work under the Director Of Operations to ensure the operations, structures and business development of the charity drive its strategy, enabling both Directors to have sufficient capacity and information to focus on the strategic and business planning processes.

You will work with and manage colleagues to ensure SCHOOLS NorthEast can deal with the challenges of the significant recent growth in the scale, scope and complexity of its operations. You must be a mobile self-starter, willing to travel within the region if necessary, with experience of achieving challenging targets; a can-do attitude; and a strong interest in education within the North East.

You will have excellent written and verbal communication skills, experience of project management, and a track record of successful delivery of complex projects. You will have managed contractors and suppliers to procure services, as well as a can-do attitude and a strong interest in education and regional development within the North East. You will be a self-starter, with buckets of initiative, a creative approach and the credibility to represent the organisation at a senior level when required.

Your role will cover 2 main areas:

Business Development (25%)

* Help to deliver a successful business plan and income strategy for SCHOOLS NorthEast.
* Support the Director of Operations to oversee the monitoring and evaluation of programmes and activities to ascertain the relative value of different projects and approaches and overall organisational impact.
* Working with Directors and partner organisations to produce compelling and successful fundraising bids. You will keep abreast of new opportunities for fundraising for core and project funding from a range of sources, including trusts and charitable foundations.
* Represent the charity externally, if necessary, including supporting Directors & the Relationship Manager to service our network of partners to support the income generation and sustainability of SCHOOLS NorthEast and its trading arm. You will maintain excellent relationships with existing and potential supporters.
* Support the marketing and recruitment of new Partner Schools through the strategic development of the company CRM systems and intelligence gained from our events programme, Relationship Manager and Directors.

Operations & Financial Management (75%)

You will be the first senior point of contact for enquiries to SCHOOLS NorthEast Trading Ltd and SCHOOLS NorthEast. You will ensure that enquiries are dealt with or directed to the most relevant person within both organisations; you will be responsible for ensuring that Directors only deal with appropriate issues.

You will:

* Proactively develop the SCHOOLS NorthEast CRM database as a strategic business tool for the organisation. You will identify gaps, opportunities, and potential sources of income for consideration by Directors to help support and develop the delivery of the SCHOOLS NorthEast strategic plan. You will help to develop and drive the company events programme, membership schemes, and income producing opportunities; developing all information systems.
* Chair the weekly team meetings, managing the team individual task list and ensuring that all objectives are met.
* Service all membership schemes, including dealing with all enquiries, and identifying potential areas of development for Directors.
* Support the Director of Operations to oversee the organisation’s finance function including:
  + Produce all relevant information to enable the Director of Operations to formulate the annual organisational budget, working with all staff to communicate budget priorities, reviewing and updating the budget on an ongoing basis.
  + You will ensure that the Director of Operations has all relevant information for the regular production of accurate and timely cash flow projections.
  + Work with the organisation’s finance support company to ensure compliance with relevant frameworks.
  + Ensure an efficient cash flow for both SNE and SNET Ltd, including the production of invoices, chasing of outstanding payments, and member renewals. You will be responsible for the production of VAT returns and handling of all financial admin queries.
  + Prepare funding reports for review by the Directors.
  + Maintain and refine financial systems and processes, implementing financial controls and policies across SCHOOLS NorthEast and SCHOOLS NorthEast Trading.
  + Co-ordinate the production of information for the Annual Report and accounts.
  + Support the Director of Operation’s role as Company Secretary, ensuring the organisation complies with all requirements of the Charity Commission and Companies House, including submitting the annual Report & accounts, annual return, registration of Directors etc.
  + Managing the Finance and Business Apprentice positions.
* You will support the Director of Operations to:
  + Implement HR policies across the organisation.
  + Support the development of performance review and CPD for members of staff.
  + Ensure that members of staff are equipped to make best use of IT capacity and information.
  + Implement IT policies across SCHOOLS NorthEast.
* Oversee the management of the organisations’ office.

Person specification

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|  | Essential | Desirable |
| Personal Skills & Qualities | * Innovative and creative mind * Excellent communication skills, verbal and written. * Self motivated, well organised with strong attention to detail * Excellent IT skills incl. Word, Excel, Access, and CRM systems. * Ability to problem solve * The energy ,flexibility and capacity to work at both a strategic and operational level. | * Educated to degree or equivalent level in a relevant subject. * Research skills and ability to work with statistics. * Knowledge of Highrise CRM software. |
| Experience & Knowledge  **Business Development**  **Operations & Finance** | * Experience of successful fundraising and/ or income generation in a charitable/ voluntary or public sector organisation. * Experience of project management and a track record of successful delivery of complex projects. * Experience of monitoring and evaluating projects. * Experience of procuring services and managing contractors and suppliers. * Experience of managing a contacts database. * Thorough understanding of office finance systems. * Confident and experienced Sage user. * Strong experience of all aspects of cashflow management and debtor control, from issue of invoices to debt recovery. * Thorough understanding of regulatory requirements of a charity or limited company. * Thorough understanding of annual accounts production, legal requirements, key deadlines etc. * Experience of HR management within a small company, including contracts, training, sickness/ absence and disciplinaries. * Strong experience of managing a small but complex team. * Experienced in all aspects of office business administration. | * Experience of working in a membership organisation. * Experience of liaising with senior figures in education, business. * Higher level AAT or equivalent qualification. * Relevant HR qualification. * Experience of staff development. * Relevant administration qualification. |