



together we
Cumbria

BUSINESS DEVELOPMENT OFFICER RECRUITMENT PACK



**EMPOWERING PEOPLE TO BETTER MANAGE THEIR MENTAL AND
PHYSICAL HEALTH AND WELLBEING**

INTRODUCTION

RECRUITMENT PACK

Together We is a growing, award-winning social enterprise in Cumbria. We're a high energy and creative team who have been recognised for Innovation in our Health & Well-being sector since 2017.

Our policy is to hire for attitude and train for skills. We invest in a great training portfolio for our people, plus mentoring programmes, so that we're all constantly gaining new skills and work experiences. We pay fairly too and we advocate for a healthy lifestyle.

Together We operates throughout Cumbria. We also support flexible working and homeworking, wherever possible. Wherever you are, in our workplace, everyone's goal is to help more people reach for a better life. We work hard and everyone makes a difference.

Our people are the reason for our success. The staff and volunteers at Together We are on a mission to help people in our local community learn skills to better manage their physical and mental wellbeing.



Samantha Joughin & Janine Ward
Managing Directors

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Our services offers a range of interventions for mental health and physical health, all of which place the client at the centre of our work. Our two key services combine well to provide care for all ages and with a “whole person” approach to mental health and physical wellbeing

Talk

Provides personalised one-to-one and small group talking interventions, including mental health support, link working, and guidance for those who fall between service gaps.

Aims to deliver client-centred support that creates self-awareness and empowers individuals to manage their symptoms, distress and improve overall wellbeing.

Recovery

Provides group sessions and opportunities for anyone experiencing mental and physical health difficulties.

Recovery colleges provide a range of courses, physical activity sessions and groups designed to increase self-awareness and understanding of Recovery and what it means to each individual.

All service delivery is designed to be evidence-based intervention and guided discovery. Each of the services interlinks, with a series of projects and programs for one to one and group support.

We target multi-model psychological intervention, link working, education and physical activity to improve a person's wellbeing and we aim to reduce the impact of mental health and physical health problems on individuals and on their wider community.

We have clearly defined Guiding Principles that help us to ensure we do not drift from our mission of improving physical and mental wellbeing:

"We aim to increase a person's understanding of their health and factors and determinants that may contribute to improving their overall health and Wellbeing.

We aim to increase access to low level interventions and stop referrals into other services. We aim to provide a whole person approach to health that covers all ages, social economic background, and ability.

We aim to provide support that is individually tailored for the person and group sessions which provides psychoeducation to educate and put the person at the centre of their care. We also aim to provide training and opportunities for staff to undertake a very different and niche role working with mental and physical wellbeing together"

JOB DESCRIPTION

Job Title: Business Development Officer

Employer: Together We CIC

Reporting to: COO/Directors Board

Responsible for: Service Leads (Talk or Recovery)

Hours: Part Time 17.5 hours per week.

Salary: £44,000-£56,000 FTE

Holidays 28 days Pro Rata plus bank holidays.

Location: We have several locations across Cumbria some of which are permanent bases others are outreach locations. We would encourage the post holder to be flexible in their working arrangements and work from different locations as and when required. We would also consider home working, however this would be in agreement with the post holder and the demands of the role.

Contract: This position is offered as a 1 year contract.

Pension: We offer the opportunity to join a pension scheme which makes a matching contribution of up to 3% of salary.

Leave: 28 days per year plus bank holidays- pro rata.

Review: This role has a three-month probationary period.

What We Offer

- Competitive salary and comprehensive benefits package
- Opportunity to make significant social impact and drive positive change
- Professional development opportunities and leadership training
- Flexible working arrangements and excellent work-life balance
- Collaborative and supportive organisational culture
- Clear pathway for career progression within growing organisation



POSITION OVERVIEW

We are seeking an exceptional Leading Business Development Officer to join our dynamic third sector organisation in a pivotal role that combines strategic business development with executive leadership responsibilities. This position offers the opportunity to drive organisational growth while overseeing critical project delivery and taking on select senior leadership level responsibilities under board guidance.

The successful candidate will be instrumental in expanding our impact, securing sustainable funding streams, and ensuring successful outcomes across multiple strategic projects while contributing to the overall strategic direction of the organisation. This role aims to provide future development for the right candidate into a Chief executive officer role.

TASKS AND RESPONSIBILITIES

Key Responsibilities

Business Development & Strategic Growth

- Develop and execute comprehensive business development strategies to advance organisational mission and objectives
- Identify, cultivate, and secure new funding opportunities including grants, partnerships, corporate sponsorships, and social investments
- Build and maintain strategic relationships with key stakeholders, funders, government bodies, and sector partners
- Lead proposal development and tender processes, ensuring compelling and competitive submissions
- Conduct market analysis and identify emerging opportunities for organisational expansion and service development
- Develop sustainable revenue streams to ensure long-term financial viability

Executive responsibilities

- Represent the organisation at high-level meetings, conferences, and sector events
- Contribute to board meetings and strategic planning processes
- Provide executive oversight for organisational operations in collaboration with senior leadership team
- Lead on specific strategic initiatives as delegated by the board.
- Take a lead on health and safety in the organisation
- Support organisational governance and compliance requirements
- Champion organisational values and culture across all activities

Project Oversight & Delivery

- Provide strategic oversight for multiple concurrent projects, ensuring alignment with organisational goals
- Establish robust project governance frameworks and performance monitoring systems
- Lead cross-functional project teams and coordinate resources across different programmes
- Ensure projects are delivered on time, within budget, and achieve intended outcomes and impact
- Implement risk management strategies and contingency planning for project delivery
- Develop and maintain relationships with project stakeholders and beneficiaries
- Monitor and evaluate project effectiveness, preparing comprehensive reports for funders and board
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Stakeholder Engagement & Partnership Development

- Build and maintain relationships with diverse stakeholder groups including service users, community partners, and policy makers
- Represent the organisation's interests in sector networks and collaborative initiatives
- Negotiate partnership agreements and collaborative arrangements
- Engage with media and communications activities to raise organisational profile



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PERSON SPECIFICATION

SKILLS & Competencies

- Exceptional relationship building and networking capabilities
- Outstanding written and verbal communication skills with ability to influence at all levels
- Strong analytical and strategic thinking skills with commercial acumen
- Proven ability to lead and inspire teams while managing multiple priorities
- Excellent negotiation and contract management skills
- Advanced understanding of third sector funding landscape and regulatory environment
- Proficiency in project management methodologies and tools
- Strong financial acumen and budget management capabilities



EXPERIENCE & QUALIFICATION'S

Minimum 5 years of senior-level experience in business development, preferably within the third sector

Proven track record of securing significant funding (£500K+ annually) through diverse revenue streams

Demonstrated experience in senior leadership or executive roles with strategic responsibilities

Successful project management experience with complex budgets and complex deliverables

Experience working with boards of directors or trustees



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Personal Attributes

- Passionate commitment to the organisation's mission and values
- Entrepreneurial mindset with innovative approach to problem-solving
- Resilience and adaptability in fast-paced, changing environment
- Strong ethical standards and commitment to transparency
- Collaborative leadership style with ability to work across diverse teams
- Results-oriented with focus on measurable outcomes and impact

Desirable Requirements

- Experience in social impact measurement and evaluation
- Knowledge of digital transformation and technology applications in third sector
- Understanding of public policy and government relations
- Previous CEO or deputy CEO experience in similar organisation
- Professional qualifications in business development, project management, or relevant field
- Multi-sector experience including private and public sector partnerships

ADDITIONAL REQUIREMENTS

- CPD: To undertake relevant courses and qualifications as required.
- Health and Safety: To support workforce lead and take overall responsibility for health and safety.
- Safeguarding: To carry out duties in accordance with TogetherWe policy and to undertake an enhanced DBS check.
- Other policies and procedures: The post-holder must be able to adhere to all of TogetherWe policies and procedures.



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HOW TO APPLY:

Please submit:

- **Comprehensive CV outlining relevant experience**
- **Cover letter (maximum 2 pages) addressing how you meet the key requirements**
- **Contact details for three professional references**

To: sam@togetherwe.uk

Interview Process: First round interviews will be conducted virtually, with final interviews taking place in person with board members and senior leadership team.

We are committed to equality, diversity, and inclusion. We welcome applications from all qualified candidates and particularly encourage applications from underrepresented groups.

This role offers an exceptional opportunity for a senior professional to combine business development expertise with executive leadership responsibilities while delivering meaningful social impact. The successful candidate will be joining an organisation committed to excellence, innovation, and positive change in our communities.

Application Deadline: 3rd October 2025

