

Head of Business Development

YOUNG MINDS



What's the problem?

1 in 6 children and young people aged 5-16 suffer from a diagnosable mental health disorder - that's around 5 in every class.

Half of all mental health problems manifest by the age of 14, with **75%** by age 24.

3 in 4 children with a diagnosable mental health condition do not get access to the support that they need.

Nearly **half** of 17-19 year olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point.

But we believe things can get better.

Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

Our purpose:

To stop young people's mental health reaching crisis point

Our vision:

A world where no young person feels alone with their mental health

Our mission:

To make sure all young people can get the mental health support they need, when they need it, no matter what

Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

Alex, YoungMinds Youth Panel



Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

Equal opportunities:

YoungMinds is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of YoungMinds staff to be willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Equality and Diversity policy.

Safeguarding:

YoungMinds is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

Reference check: All job offers are conditional on the receipt of satisfactory references.

DBS check: We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. This role will be eligible for a Basic DBS check

NB: A previous conviction will not necessarily prevent you from joining YoungMinds. YoungMinds is committed to treating all applicants and employees fairly.

Identity check: We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

When you join:

All new staff benefit from a full induction with both the People and Culture department and their team, as well as our core training programme, ongoing support and personal development

Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.



We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff.

Benefits

Benefit	Full Time	Part Time	Zero Hour
Holiday - 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
Employee Assistance Programme	Y	Y	Y
Monthly office activities such as Lunch and Learn, Crafty Tuesday's and Book Club	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
25% off Osteopathy appointments at the British School of Osteopathy	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y
Free yearly eye test and money towards your glasses	Y	Y	Y
Discounts at local cafe's incl. 10% off at Absolutely Starving	Y	Y	Y



Completing a YoungMinds employee application form

If you have any questions about completing the application form / the application process, please contact the People and Culture team (at recruitment@youngminds.org.uk).

We strongly recommend you look through the YoungMinds website before starting the application form. You may either type or write in black pen to complete your application form.

Personal details and availability

Fill out this section making sure all details are correct.

Education and qualifications

Ensure to include all relevant qualifications and level achieved.

IT skills

Please provide details as requested.

Training

Please give details of any training courses you have completed.

Professional bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Eligibility to work in the United Kingdom

You must be eligible to work in the UK. We are currently unable to support visa applications.

Employment history

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

Statement of suitability

Outline all relevant skills, experience and training appropriate to this post. As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

Completing the application form

Completing a YoungMinds employee application form

Referees

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Completing the application form



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JOB DESCRIPTION

Job title:	Head of Business Development Unit (Trusts and Foundations)	Salary:	£34,982 - £38,869 (pro-rata of £58,304 - £64,782) per annum
Hours:	21 hours per week (job-share with existing staff member on 17 hours per week)	Based at:	London Bridge Office (minimum one day per week) – with flexible/hybrid working
Reports to:	Director of Income Generation	Contract:	12-month maternity cover

Purpose of the role:

You will be responsible for the strategic leadership of the Business Development Unit who seek out and build relationships with some of our most significant financial supporters across trusts, foundations and statutory funding, bids, and contracts. Complementing the existing post holder, this role will lead on the people/team management aspect of the overall role but also be responsible for leading larger funding bids and ensuring our annual fundraising target is met.

Key responsibilities and duties:

Your responsibilities include, but are not limited to the development, oversight and delivery of the BDU team strategy, identifying opportunities for partnerships and supporter development and line management of BDU team managers. More information about these responsibilities is below. You may very occasionally need to travel and work flexible hours (i.e. evenings and weekends).

Strategic overview

- Work with the Director of Income Generation to develop and implement a fundraising strategy for the team to:
 - o drive growth through achieving long-term, high-value relationships with Trust, Foundations and Statutory organisations.
 - o identify targets for future partnerships and consortium bids, and include these in a pipeline of potential partners.
 - o support the delivery of the overall fundraising development five-year plan.

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Strategic overview Cont/...

- Set, monitor, and deliver annual development team budgets, achieving or exceeding targets and providing the appropriate level of reporting.
- Take an active role in the fundraising leadership team alongside the Head of Supporter Engagement and the Head of Relationship Development.
- Take an active role in the heads of team leadership group working with colleagues across the organisation to effectively deliver our current and future services to stop young people's mental health reaching crisis point.
- Champion fundraising within the organisation to ensure that the skills and expertise of all our staff are utilised to drive fundraising growth.
- Keep up to date with the wider sector and beyond to ensure our offer as a fundraising partner and as an employer are competitive and attractive.

Fundraising development

- Lead the team to prepare, develop and coordinate funding applications and reports for trusts, foundations and statutory grants, contracts.
- Gather intelligence on new, upcoming, and existing sources of income through regular liaison with funding bodies and grant makers.
- Maintain existing and develop new relationships with statutory funders, grant making bodies and public sector organisations.
- Ensure appropriate, cost-effective, and consistent budgeting for grant funding and price-setting for contracts, working closely with the project management office and finance.
- Lead the team to organise and submit fundraising applications, meeting growing targets.

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Fundraising development Cont/...

- Conduct sector research to assess how our fundraising and services fit in the wider youth or mental health sector.
- Work collaboratively with the wider development department to ensure that prospective supporters are developed by the team most appropriate to them.
- Keep up to date with and adhere to compliance and best practice requirements of the UK voluntary sector, funding sources, fundraising laws & methods.

General:

Like all our employees, you will also be expected to:

- Work in accordance with the organisation's vision, mission and values and all policies and procedures.
- Champion the voice of young people and the value of their lived experience to deliver change, actively seeking to increase their involvement in the organisations and your team's work.
- Support a culture of care for staff, volunteers, and the young people we work with, including appropriate responsibility for safeguarding.
- Form effective working relationships with all staff members, volunteers, child mental health agencies and relevant external organisations.
- Contribute to the culture of YoungMinds by joining in our events and activities and supporting our fundraising.
- Understand and actively seek to evolve the organisations and your team's use of technology to improve our effectiveness and meet the needs of young people.
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data.
- Prepare for and attend supervision and appraisal meetings with your line manager.
- Other duties that may from time to time be necessary, compatible with the nature and grade of this post

YoungMinds is committed to anti discriminatory policies and practices and it is essential that the post holder is willing and able to make a positive contribution to the promotion and implementation of our Equality & Diversity Policy. YoungMinds is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Person Specification

CRITERIA	Criteria assessed at application form	To be assessed at interview
Experience		
Experience of using strategic planning to generating long-term, sustainable income from trusts and foundations	√	√
Experience of developing compelling proposals built around restricted and unrestricted propositions that have generated large (at least six-figure), multi-year gifts.	√	√
Experience of managing people and leading a team through a period of growth	√	√
Skills and Abilities		
Ability to develop and maintain relationships with a range of audiences including internal and external stakeholders	√	√
Excellent writing skills with the ability to understand and translate complex services and work into a compelling case for support	√	√
Knowledge/Understanding		
Ability to build knowledge and understanding of the compliance and best practice requirements of your role and sector	√	√
Understanding of Anti-Racism, Justice, Equality, Diversity, and Inclusion (AJEDI) principles	√	
Knowledge of and empathy with the mission, values, and aims of YoungMinds		√