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THE NATIONAL LOTTERY  
COMMUNITY FUND



# **Business Development Manager**

## Information Pack

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# Introduction

## Dear Candidate

**We are looking for an enthusiastic and motivated individual to join our team in this permanent post.**

**It is an exciting time to join our team, as we look forward to maximising income from our social enterprises and developing new corporate partnerships.**

**You will have excellent communication skills, commercial acumen, a passion for securing new business and achieving impact for a values-driven organisation.**

**You'll have a record of success in a business development role and experience of developing and delivering high-quality proposals, through your own efforts as well as by supporting and developing others; securing income to achieve targets.**

**You must be organised, flexible and able to work both independently and proactively. Attention to detail and clear communication with internal and external stakeholders is key.**

**Your role will be varied and will involve collaborating effectively with a broad group of stakeholders.**

**We expect everyone who works for us to be committed to our values and to share our commitment to advance animal welfare.**

**We are grateful to the National Lottery Community Fund who have committed to investing funding for this role through the Dormant Accounts NI fund.**

**If you feel you have the passion, experience and skills please complete the application pack.**

**Yours sincerely**

**Nora Smith  
CEO**

# Who we are

The Ulster Society for the Prevention Cruelty to Animals (USPCA) is the second oldest Animal Welfare Charity in the world. It was founded in 1836 by Commander Francis Anderson Calder, a retired navy officer, as the Belfast SPCA. The eventual name change from Belfast to Ulster SPCA acknowledged the scale, scope and success of the Charity's expanded operations across the province.



The Charity's first initiative was to erect water troughs across the city for the sustenance of the heavily burdened working horses in industrial Belfast. Just over a year after its inception the charity had successfully lobbied for the Act of Parliament 'relating to the cruel and improper treatment of animals' to be extended to Ireland.



The purpose of our founders to 'Prevent Cruelty and Relieve Suffering' remains as the driving force for our charitable activities today. Whilst there are heartless individuals willing to inflict unnecessary suffering on animals the need for a USPCA remains.

# What we do

## Veterinary Clinic

Located on the outskirts of Newry, County Down, the USPCA Veterinary Practice is dedicated to the Relief of Animal Suffering. The Clinic is open six days a week and provides a full range of veterinary services to companion animals. For those owners who find it difficult to afford essential veterinary treatment, discount of up to 50% is available.

## Wildlife Rescues

Through our Animal Rescue Service, the USPCA relieves the suffering of injured



native wildlife.

Our Welfare Officers respond to hundreds of calls, bringing the injured animal for



examination by a USPCA vet in Newry. Badgers, birds of prey, hedgehogs, swans, foxes ... are just some of the animals rescued and treated at the

USPCA and released back into their native habitat.

Where it is not possible for one of our Welfare Officers to attend, we operate a Veterinary Voucher Scheme to ensure pain relief is available through a local veterinary practice.

## Animal Re-homing

Where an individual is no-longer able to look after their companion animal because of their changed circumstances or where a companion animal has been abandoned, the USPCA will ensure the animal finds a new caring owner. All animals are health checked by our vets



before being rehomed and a home check is carried out to ensure a successful match.

## Animal Cruelty Investigations

Investigations into serious welfare abuses that often take place well away from the public view are a very important aspect of our work.

In recent times Badger persecution, Cock Fighting, Dog Fighting, Puppy Farms and the illegal trafficking of pups have all been subjected to USPCA scrutiny. Information gleaned through our investigative expertise has been passed to enforcement agencies and successful prosecutions have resulted.

### **Companion Animal Food Parcels**

When the USPCA became aware of a marked growth in the numbers of pet owning families resorting to foodbanks the charity decided to offer the food banks pet food packs.



Companion animals receive first rate nutrition and pest control products donated to the Charity by manufacturers and the public. Assistance that ensures much loved pets can remain healthy and homed despite financial adversity.

### **Campaigns**

The advancement of animal welfare is one of the primary precepts in the USPCA mission. Working against a backdrop where Northern Ireland has fallen further behind the rest of the UK in legislating to enhance animal welfare; the USPCA continues to engage with the NI Assembly to inform and influence the

debate on a range of priority animal welfare issues.



### **Schools Programme**

By applying the old saying “prevention is better than a cure”; through our schools outreach education programme we give sound advice and guidance to future generations, promoting responsible pet ownership and an appreciation of our native wildlife. Presentations are given at schools and colleges and we also host visits at our animal shelter and rescue centre in Newry.



### **Pet Pledge**

Pet Pledge gives owners peace of mind knowing that, should the worst happen to a pet owner, the USPCA will be on hand to care for their pet and will find them a loving home with a considerate keeper.

# How we're organised



*Non-hierarchical org chart of USPCA Jan23, currently under review*



# Strategy

## Vision

Our vision is:

***“A society where all animals are respected and free of unnecessary suffering.”***

## Mission

Our mission continues to reflect the originating objectives of our founders:

***“The prevention of cruelty to animals, the relief of suffering in animals and the advancement of animal welfare.”***

## Values

- The USPCA is **independent** and **objective** in the pursuit of its founding principle – the relief of suffering in animals.
- The USPCA delivers its services with **integrity** and **openness**, building **trust** with service users and stakeholders.
- The USPCA staff and volunteers are **passionate** and **committed** in their support of animal welfare and the relief of animal suffering; and strive for **excellence** in the delivery of our services.

## Strategic Objectives

Our current three-year Strategic Plan will enable us to move forward to realise our ten-year vision.





# Job Description

Job Title	Business Development Manager
Reporting to	Director
Location	Units 5 & 6 Carnbane Industrial Estate Newry with regular travel across NI (Hybrid working available)
Hours	35 hours per week
Salary Package	£40,000 - £45,000 (starting salary will be subject to experience); 3% employer pension contribution
Leave	23 days annual leave plus 9 public holidays
Duration	Permanent (with a six-month probationary period)

## Principal Function

The Business Development Manager (BDM) will work closely with the senior leadership team to grow the business activities of the USPCA. The BDM's core purpose is to identify and develop new business and funding opportunities, to enable us to meet our charitable objectives.

You must be organised, flexible and able to work independently and proactively. Attention to detail and clear communication with internal and external stakeholders is key.

## Principal Duties

- Maximise income from all existing commercial streams within the USPCA (charity shops, ecommerce, pet grooming, pet supplies and veterinary).
- Identify improvements to existing commercial activities to maximise income and quality.
- To lead on the development of a range of new commercial business services.
- To build relationships with a range of key stakeholders to better position the organisation for growth and development.
- Gain a full understanding of all areas of USPCA's work to identify and develop new opportunities.

- To undertake a market analysis to identify opportunities for growth, and to lead on the development of appropriate business products and services as agreed with the SMT.
- To identify opportunities for service development through new funding streams, partnership and commissioning opportunities.
- To lead on the preparation and implementation of all business proposals.
- Coordinate the implementation of agreed new projects with the responsible member of SMT, and help to develop monitoring plans, and co-ordinating reporting arrangements.
- To develop positive relationships with a range of stakeholders.
- Build relationships and partnerships, and pursue funding avenues to realise new service growth.

#### General and other duties

- To deal with members of the general public in a professional manner.
- To be willing to undertake additional training.
- To manage all data relating to clients in accordance with GDPR legislation and confidentiality.
- To promote the good image of the USPCA both internally and externally by communicating in a positive manner.
- Be true to our values.
- Work collaboratively with colleagues developing joint solutions and positive actions.
- Represent USPCA at meetings, media and public events.
- Such other duties as allocated from time to time.

#### While at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- To adhere with USPCA policies and procedures for health and safety.

The nature of the position means that the post holder will also be expected to undertake any other task or work which arises within the scope of the role in order to meet the needs of our beneficiaries, including travel and event attendance outside normal office hours.

# Person Specification

<b>Qualifications</b>	3rd level qualification
<b>Essential Experience</b>	Possess a proven track record (at least three years) of leading and implementing successful business growth and expansion. Experience of working to set stretching income targets Competent in the use of the main Microsoft Office software packages. Able and willing to travel throughout Northern Ireland Have experience of successful business development and implementation. Possess a proven track record (at least three years) of leading and implementing successful business growth and expansion. Have proven experience of developing and maintaining excellent relationships with key stakeholders to deliver tangible results. Experience of leading and managing people and teams.
<b>Desirable</b>	Possess a proven track record (at least five years) of leading and implementing successful business growth and expansion.
<b>Knowledge and Skills</b>	Excellent planning and organisational skills, consistently meeting deadlines and targets in a busy environment. Strong presentation and communication skills. Results orientated. Excellent time management skills. Ability to think creatively. Flexible approach to work.
<b>Attributes</b>	Personal commitment to achieving high performance within the workplace. Commitment to animal welfare. Highest level of integrity and ethics, aligning to the USPCA values. Confidence, credibility and adaptability to change. Full Clean Driving Licence and full-time access to a car

# How to apply

Please complete the application pack and return it by email to: [recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

Or send by post to the following address:

USPCA  
Personnel – Confidential  
Units 5-6 Carnbane Industrial Estate  
Newry  
BT35 6PQ

You will also be asked to submit a separate **equality form** (see below).

The deadline is **Wednesday 4<sup>th</sup> December 2024 @ 12noon.**

## **Equality Monitoring and Criminal Convictions Disclosure**

Along with your application form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application. Please refer to the USPCA Disclosure Policy for details of how we use and retain personal information.

## **Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact [headoffice@uspca.co.uk](mailto:headoffice@uspca.co.uk) so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## **Equal Opportunities**

The USPCA is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

# Timeline

Application form, Equality Monitoring and Criminal Convictions forms to be submitted.

Wednesday 4<sup>th</sup> December at 12 noon

Interviews Dates

Monday 9 December 2024– Stage 1

Wednesday 11 December 2024– Stage 2





Please submit your completed application pack to

USPCA  
Personnel – Confidential  
Units 5-6 Carnbane Industrial Estate  
Newry BT35 6PQ

Or email it to

[recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

Tel: 028 3025 1000

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