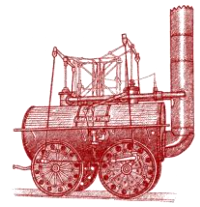


Friends of Stockton and Darlington Railway

Job Description:

Business Development Officer



This role description provides an overview of the work, it is not intended to be exhaustive. A positive and flexible approach and a willingness to meet new challenges are of paramount importance.

Role title:	Business Development Officer
Responsible to:	Chair of Trustees
Based:	Hybrid. Darlington and remote (home based)
Contract Period:	15 months with possibility of extension
Benefits:	Pension Scheme, 25 days leave per annum plus bank holidays; sick pay, travel and subsistence
Hours:	Full-time (35hrs per week, some out of hours work required, TOIL.
Salary:	£35,243 per annum

Purpose of Post

The Business Development Officer for the Stockton and Darlington Railway (S&DR) will be responsible for developing and implementing strategic plans to ensure the financial sustainability and growth of the heritage site. This role involves identifying and securing funding opportunities, building and maintaining relationships with key stakeholders, creating marketing strategies, managing projects and events, and supporting volunteer recruitment and coordination. The ideal candidate will have experience in business development, strong project management skills, excellent communication abilities, and a passion for heritage conservation and community engagement.

Main Duties and Responsibilities

The Business Development Officer for the Stockton and Darlington Railway (S&DR) will be responsible for developing and implementing strategic plans to ensure the financial sustainability and growth of the heritage site. This role involves identifying and securing funding opportunities, building and maintaining relationships with key stakeholders, creating marketing strategies, managing projects and events, and supporting volunteer recruitment and coordination. The ideal candidate will have experience in business development, strong project management skills, excellent communication abilities, and a passion for heritage conservation and community engagement.

Key responsibilities include, but are not limited to:

- **Strategic Planning:** Develop and implement long-term strategic plans to support the growth and sustainability of the S&DR heritage site.

- **Project Management:** Developing and supporting projects including building conservation, landscape management and publications.
- **Fundraising:** Identify, apply for, and secure funding from grants, sponsorships, and donations.
- **Partnership Development:** Establish and maintain relationships with local authorities, businesses, community organisations, and heritage bodies.
- **Marketing and Promotion:** Create and execute marketing strategies to raise awareness and attract visitors to the S&DR.
- **Volunteer Coordination:** Support the recruitment, training, and management of volunteers to enhance their contribution to the organisation.
- **Event Planning and Management:** Organise and manage events, such as educational programs and fundraising initiatives, to engage the community and generate income.
- **Financial Management:** Manage project budgets, ensuring financial accountability and sustainability.
- **Reporting and Evaluation:** Monitor and evaluate the impact of business development activities, providing regular reports to the Board of Trustees and funders.
- **Communications:** Develop and disseminate communications materials, including newsletters, press releases, and social media content, to engage with stakeholders and the public.

Working Approach and Reporting

The Business Development Officer will report to the Chair of Trustees. In addition to reporting on progress, the Business Development Officer will identify any risks to the achievement of targets and advise on and implement corrective actions as needed. The Business Development Officer will coordinate and attend all project team meetings and deliver regular progress reports.

We expect to work closely and collaboratively with the Business Development Officer. Where appropriate, peer-to-peer learning and knowledge sharing will be encouraged to help build the capacity of the Friends of Stockton and Darlington Railway.

Coordination, management, and liaison with externally appointed contractors, such as architects and other professionals, will be a further part of this role.

How to Apply

If you are interested in undertaking this work, please email a CV and covering letter to Niall Hammond - Chair of Trustees (chair@sdr1825.org.uk). Please state "Stockton and

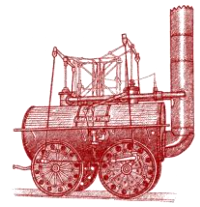
Darlington Railway Business Development Officer Application" in the subject line of the email.

The deadline for applications is 7/02/2025.

Shortlisted candidates will be requested to attend an interview on week commencing 17/2/2025.

Preferred job start date 01/04/2025

If you have any questions, please contact Jonathan Ratcliffe, Secretary at secretary@sdr1825.org.uk .



Personal Qualities:

- Passionate about heritage conservation and community engagement.
- Proactive and results-oriented with a problem-solving mindset.
- Ability to inspire and motivate volunteers and stakeholders.
- Flexible and adaptable to changing project needs and challenges.
- Strong commitment to the project's goals and values.

Requirements	Essential Criteria	Desirable Criteria
Educational / Vocational / Occupational Qualifications and/or Training		Educated to degree level in relevant field. A Membership of an appropriate professional body. A
Work or Other Relevant Experience	Demonstrated experience in business development, within the heritage, arts, or community sectors - A, R Previous experience working with heritage buildings or sites, contributing to their preservation and promotion - A, R	Experience in preparing and securing funding through grant applications and fundraising initiatives - A, I, R
Skills, Abilities, Knowledge, and Competencies	Competence in budgeting, financial planning, and financial reporting to ensure project sustainability - A, I, T Understanding of heritage conservation practices and principles to guide project activities - A, I, R. Full driving licence and access to own vehicle. A, I	Knowledge of the National Lottery Heritage Fund application and reporting processes - A, I Understanding of environmental sustainability practices related to heritage conservation - A, I
General Competencies	Strong organisational abilities and experience in	Awareness of local heritage and community dynamics in

	<p>coordinating multiple projects simultaneously - A, I, R</p> <p>Excellent written and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders - A, I, T</p> <p>Ability to work both independently and collaboratively within a team environment - I, R</p>	<p>the North East or similar areas - I, R</p>
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Essential/Desirable criteria will be verified by:

A = Application/CV / **I** = Interview / **T** = Test / **R** = Reference