



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Transformation Business Development Manager
REPORTING TO:	Chief Executive KCSC
HOURS:	21 hours per week (0.6 FTE)
CONTRACT:	7-month consultancy contract (with the possibility of extension) Fees negotiable.

Background and Context

Partnership working between the Voluntary and Community Sector (VCS), local government and the NHS is crucial to improving care for people and communities. The [NHS Five Year Forward View](#) highlights the need for closer working across these sectors to address the wider determinants of health which in turn could impact on the demand on primary and acute services. [New care model vanguards](#) and [sustainability and transformation partnerships](#) across the country are already seeing the impact this can have on the lives of patients.

It is widely recognised that the VCS model demonstrate capacity to save money. West London Clinical Commissioning Group (WLCCG) has strong relationships with the VCS within its geographical remit and has pump-primed funding into the Transformation Programme. This gives the potential for the VCS to deliver more non-clinical services in the WLCCG area. There is a mixed ecosystem of around 600 VCS organisations both large and small in the borough of Kensington and Chelsea and its border (Queens Park and Paddington), many of which have a deep-rooted history.

Main Purpose of Job

The Transformation Business Development Manager will develop business solutions based on the integrated care agenda. The goal is to shape services and agile solutions flexible enough to respond to current and future health and wellbeing needs of residents. In addition, to generate more revenue for the VCS operating within the WLCCG area.

The post-holder will manage relationships with the WLCCG and the Voluntary and Community Organisations (VCO's) that come under the umbrella of the newly updated KCSC Community Interest Company (CIC), and work closely with KCSC's Director of Services to ensure alignment of work delivered and managed by the KCSC team.

What you will bring to the role

Our expectation is that you will come up with innovative business solutions to support the development of the KCSC CIC. This includes new strategies, further development of integrated ways of working and business plans which fit with the ethos and values of the Memorandum of Understanding agreed by VCS partners within the WLCCG area.

You will have the gravitas and experience to service the partners and the various groups in terms of both governance and keeping ahead of problems which may emerge. You will report to and be guided by the Kensington and Chelsea Social Council (KCSC) CEO and will work closely with the Director of Services and her team.

Key tasks and responsibilities of the role

Service Development

- Oversee the mapping of VCS health and wellbeing services that address the local health and wellbeing priorities while keeping abreast of national trends and new learnings
- Identify services that deliver integrated care outcomes and appeal to WLCCG and the longer term funders, working closely with individual VCS organisations to shape future service offers
- Produce the first year Business Plan with a further 2 year outlook for the KCSC CIC which reflects the needs of the local population along with business initiatives appropriate to service the partners
- Ensure the strategic vision of the collaboration of VCOs (MOU) and WLCCG is embedded into the Business Plan for the KCSC CIC
- Develop ways in which to improve relationships and build brand (CIC) loyalty with all partners
- Manage KCSC and other organisations' expectations through building strong relationships and clear communication
- Work with relevant staff from statutory bodies and other funders to ensure they are engaged with KCSC CIC
- Join appropriate networks both locally and nationally and share relevant information with VCO partners

KCSC Development and Key Relationships

- Work closely with the Director of Services, her team and other staff at KCSC to ensure effective communication and joint working
- Engage with the WLCCG Integrated Care Programme Lead, Self-Care and Integrated Care Commissioner and other Commissioners as appropriate including the GP Federation Lead and Primary Care Network Leads throughout the business development process.
- Raise awareness both internally and externally of KCSC CIC and keep open and clear channels of communication with partners

Governance, monitoring and reporting

- Prepare for and attend regular internal review meetings with KCSC CEO and the Director of Services
- Ensure high quality reports are regularly created as required for (this may change over time):
 - The Alliance Programme Group (AGP)
 - KCSC CIC Board
 - The VCS Transformation Advisory Group
 - WLCCG
 - Wider stakeholder groups
- Work with CEO to produce appropriate briefings for the KCSC Board and other organisations as required

General

- Utilise KCSC's website and social media as a tool for communication with stakeholders
- At all times, work within the Social Council's policies and procedures
- Attend regular internal review meetings
- Work outside of normal office hours on occasional evening or weekends as required

See below for Person Specification

Person Specification

	Essential	Verified by
Degree or equivalent	√	Application form/Certificates
At least three years' experience of project management or business development role	√	Application form/Interview
Have at least three years' experience of working in the NHS or similar organisation, and working with or a good understanding of the voluntary and community organisations	√	Application form/Interview
Excellent understanding of charity governance and writing bids	√	Application form/Interview
Experience of writing business plans and having a strategic overview	√	Application form/Interview
Experience of developing good relationships within a complex environment	√	Application form/Interview
Experience of making professional decisions in a fast paced complex environment	√	Application form/Interview
ICT - Competent use of Microsoft office, website and database.	√	Application form/Interview/Test
Project/Service development and implementation – Develop, and write high quality business plans and implement	√	Application form/Interview
Planning and governance – Develop, manage and implement work plans, project plans and programmes.	√	Application form/Interview
Business development - Identify new opportunities and develop ideas and plans accordingly. Develop business and fundraising plans and submit contract bids.	√	Application form/Interview
Networking/Partnership – Develop partnerships and collaborations and support staff in doing so. Work with a range of external stakeholders.	√	Application form/Interview
Numeracy/Finance/Analysis - Able to analyse data and statistics and translate results into financial/business planning	√	Application form/Interview
Team working - Develop interactions between teams both internally and externally.	√	Application form/Interview
Leadership - Respond to sector Voluntary sector and NHS needs. Negotiate competing priorities and organisational goals and take responsibility for work areas.	√	Application form/Interview
Communication (written and verbal) – Communicate complex subjects at all levels both verbally and in writing using a wide range of media. Be able to influence others.	√	Application form/Interview
Values and culture – Be self-aware and have a positive influence on values and culture within and outside of the organisation.	√	Application form/Interview