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# **Candidate Pack**

# **Business Development Manager**

## **Fixed Term Contract**

September 2025



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# Dear Candidate

We're delighted you're interested in joining Think Ahead as our new Business Development Manager.

This pack contains all the information you will need to apply, including:

- The job overview and person specification.
- Timelines and information on how to apply.
- The legal bits, including our terms and conditions.

**The closing date for this vacancy is 5pm, Tuesday 16<sup>th</sup> September 2025**, and we cannot accept any late applications.

**Interview dates: Monday 22<sup>nd</sup> September and Tuesday 23<sup>rd</sup> September 2025 (afternoon)**

## Equality, diversity and inclusion

Improving our diversity and inclusion is a priority focus for us, and we are actively seeking candidates from a wide range of backgrounds. We are committed to flexible working and will consider a range of options for the successful applicant to fill this post (these can be discussed at interview stage).

We are also a disability confident committed employer and encourage applicants with disabilities. Please let us know how we can make the recruitment process more accessible for you by emailing [hr@thinkahead.org](mailto:hr@thinkahead.org). Please also let us know if you would like us to send you the job pack in a different file format.

We regret that we cannot respond individually to all applicants due to the high number of applications we receive. If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted for interview.

I wish you every success with your application and thank you again for your interest in Think Ahead.

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**Roxanne Timmis**  
**Head of Partnerships and Development**

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## About us

We believe everyone living with mental health needs should be empowered to live the life they want and deserve. We also believe that the only way to achieve that is through a thriving workforce. Our organisation recruits, trains and promotes the mental health workforce, ensuring the right professionals can deliver the right support at the right time.

Our flagship programme has put mental health social work on the map as a career of choice and we receive, on average, over 90 registrations for every available place.

Just as important is our work to partner with and support NHS mental health trusts and local authorities across the country. Working with consultant social workers, operational leads, practice specialists and practice educators we are embedding a social approach to mental health services and support, focusing on the social factors in people's lives that impact on their mental health such as their finances, relationships and housing.

For more information about what we do, please visit the website [www.thinkahead.org](http://www.thinkahead.org).

### We are

A mental health workforce non-profit organisation.

### Our vision

A thriving mental health workforce able to support people to live the life they want.

### Our mission

We recruit, train and promote a thriving mental health workforce. We advocate for professionals to have the resources needed to deliver the right support at the right time.

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## Our values

Everyone who is part of Think Ahead is guided by our values. They were developed in collaboration with the people we work most closely with: our trainees, mental health and social work professionals, people with lived experience of mental ill-health, and supporters of our work.

**In pursuing our goals, we each aim to be:**



We embrace working with anyone who shares our goals and our values, and we aim to promote equality and diversity across all areas of our work – from the way we recruit mental health social work trainees and head office staff, to what we teach on our flagship programme and how we design and deliver it.

We believe that working with a diverse range of people and honoring different perspectives is not only the right thing to do, but it also adds tremendous value – and is fundamental in working towards a society where everyone with mental health problems can flourish.

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## Job description

<b>Job Title</b>	Business Development Manager
<b>Reporting to</b>	Head of Partnerships and Development
<b>Working hours</b>	Part-time, 4 days or 30 hours per week
<b>Contract</b>	6-month Fixed Term Contract, potential to extend to 12 months.
<b>Salary</b>	£34,400 per annum (£43,000 pro rata) plus excellent benefits
<b>Location</b>	Hybrid/homeworking – You'll be expected to attend our London office, in Chancery Lane/Farringdon or London venue at least 2 days a month, with flexibility. You'll be required to cover your own travel expenses to office/London venue.

## About the role

Think Ahead develops and delivers new business projects to help reach its mission of building a thriving mental health workforce. It is an exciting time to join Think Ahead as we diversify our income and drive new business across our portfolio of training, workforce development, research and campaigning.

We prioritise projects that will generate income, influence and impact. We know that people with mental health problems will not be effectively supported without an effective and well-resourced workforce to support them. We want to diversify our income, but also our impact and to improve and develop the workforce beyond our flagship programme.

We have built up a decade of expertise and experience of running our DHSC funded social work programme and want to utilise that expertise to support new partners and practitioners in areas such as recruitment, training, development, and engagement.

## **Key responsibilities**

This role is hugely important to driving our new business growth. It's main key components including driving new business and managing/supporting new projects as we secure the work.

### **Securing new work & partners**

- Lead the tendering process, from managing tender portals through submission and handing over to the implementation team.
- Coordinate writing and submitting of new bids, with support from SMT and relevant colleagues across the organisation.
- Work in partnership with the Head of Partnerships and Development and Programme Director and wider team to build a wider network of partners to capitalise on new opportunities.
- Attend market engagement events for upcoming bids and feedback relevant information relating to a go, no-go decision.
- Build relationships with potential partners and funders to establish long-term pipeline of new income opportunities.
- Work with external bid writing agency as and when required to either develop our bid or review completed applications before submitting.
- Research and identify grant giving organisations and opportunities that Think Ahead can apply to, capitalising on our expertise and experience to address ongoing problems and issues inside the mental health workforce.

### **Project Management**

- Maintain the pipeline of new business on Salesforce and update relevant reports for SMT and ELT.
- Robust planning and oversight of new work and reporting on this work to the Business Development Group.
- Lead any mobilisation period of new projects into the organisation; working across teams to ensure good internal comms and engagement so that all relevant colleagues know and understand the new work.
- Project management support for new work, ensuring clear projects are created for new work and that the necessary staff have capacity to deliver on the agreed outcomes.

### **Effective working and improving efficiency**

- Developing processes to improve efficiency within business development such as creating stock answers to bids and monitoring live bids.
- Disseminating learning from unsuccessful bids to improve our chances of success in the future.
- Working with the finance team to ensure robust and consistent approach to budgeting and bids; including setting up timesheets and invoicing systems.
- Planning and chairing business development meetings, ensuring team and colleagues are kept up to date with latest information and where decisions needs to be made.

# Person specification

(E= Essential D=Desirable)

## Education, knowledge and experience

- Experience in stakeholder management and relationship building
- Managing and supporting different projects at the same time and managing priorities cross-team and cross-project, including mobilisation of new business and contracts
- Setting up processes and procedures to improve project efficiency and effectiveness
- Experience of leading tender submissions and bid writing

## Skills and competencies

- Ability to make decisions with confidence and communicate them to others
- Ability to effectively direct teams in the development of a bid submission, even whilst working remotely
- Strong analytical and problem-solving skills, able to identify new ways of working based on learning from previous work
- Ability to manage a broad workload, prioritising where necessary
- Strong verbal communication skills
- Good financial management skills; able to effectively build and manage budgets
- Flexible approach and ability to work under pressure
- Being curious and proactive to spot opportunities to generate income and wider impact.
- Experience of working with Salesforce or similar database systems.

## Desirable

- Writing successful bids (this could be for philanthropic funders or commercial partners)
- Evidence of monitoring and supporting people against outcomes
- An understanding of local authority and NHS procurement processes



# Our benefits

## Pay and pension

- Transparent pay structure.
- Auto-enrolment in our Aviva pension scheme.
- Up to 7% employer contributions dependent on matched contribution from employee.



## Holidays and time off

- 28 days annual leave plus UK bank holidays (pro-rata for part-time employees).
- Entitlement rising to 29 days (pro-rata for part-time staff) after three years' service.
- Office closure between Christmas Eve and New Year's Day.
- Opportunity to carry over five days (pro-rata for part-time employees) into the following annual leave year.
- Support for external volunteering including two paid volunteering days.
- Enhanced occupational maternity, paternity, adoption, and shared parental leave policies and time off for IVF/fertility appointments.



## Family life and work

- Enhanced occupational maternity, paternity, adoption, and shared parental leave policies and time off for IVF/ fertility appointments.
- Flexible working options to support those with caring responsibilities.



## Community, ED&I and Employee wellbeing

- Opportunity to join our staff ED&I Action Group with representation from across the organisation.
- Access to mental health first aiders.
- Regular team socials (remote and in-person) and staff away days.
- Access to our 24/7, confidential employee assistance programme through Health Assured.



## Flexible working

- Hybrid working, with a requirement of one to two days per week working in our London office and the option to work from home for the rest of the week.
- Core hours of 10.00am to 4.00pm to enable flexibility within the workday to accommodate individual preferences.
- Provision of equipment needed to work comfortably at home and on the move.
- Flexible working options to support those with caring responsibilities.



## Health

- Free eye test every two years and contribution towards cost of any glasses required due to work.
- Generous paid sick leave based on service.
- Life assurance.



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# Diversity, equity and inclusion

## Our commitments

Think Ahead are proud to be an equal opportunities employer. We are committed to embedding equity, diversity and inclusion in everything we do. As an organisation, we strive to create and promote a diverse, inclusive, safe and supportive working environment for everyone. Together, we champion a shared commitment to building a workplace culture that embraces diversity of thought and different experiences and where every individual feels valued, respected and empowered to be themselves.

As part of our commitment to equity, diversity and inclusion, our ambition is to become a truly anti-racist organisation and maximise the value of our resources to help us achieve racial equity in our organisation and throughout our work in mental health social work.

We are transparent about what needs to change; we regularly update and engage colleagues but also publish on our website what we have achieved and what we want to do next. We've worked hard to make improvements to our processes and have plans to keep building on our progress so far.

## Recruitment processes

We are committed to continuously improving our recruitment processes to make them as inclusive as possible. We use non-gendered language from job packs and ensure our person specifications are skills-based rather than qualifications-based as much as possible. We always do our best to accommodate reasonable adjustments where they are needed to participate fully in the recruitment process and will work with you to find out how we can best support you.

## Employer accreditations

We have made a number of other commitments including being a living wage employer and a commitment to being a disability confident employer. We are also a member of the Employer's Network for Equality and Inclusion.



# Our recruitment process

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Below you'll find some guidance and tips for the recruitment and selection process.

## Guidance on completing your application

Please provide a CV and a supporting statement (max 2 pages) outlining your fit for the role based on the person specification and email these to [hr@thinkahead.org](mailto:hr@thinkahead.org).

It is a good idea to address the criteria from the person specification and provide examples to demonstrate how your experience and skillset is a good fit for the role, and for Think Ahead specifically. We're also interested in hearing how you embody the Think Ahead values and how you demonstrate these through your experience and skills.

Don't forget other relevant experience outside work that may contribute to meeting the person specification, such as community, voluntary, and other interests. Describe any relevant skills this experience has helped you develop. Remember, it is your skills and abilities relevant to this job that we are looking for. Focus on ensuring you meet the essential criteria in the person specification.

## Next stages of the selection process

### Shortlisting

Once the vacancy has closed, our hiring panel will review your application and will aim to respond to you within one week of the vacancy closing. Our team will assess you against the person specification for the role and determine your suitability for the position. After screening you will be advised whether you have been shortlisted for an interview.

### Interview & Assessment

Interviews will usually be held virtually via Teams. Our interviews involve a combination of job-related behavioural and situational questions to better understand your capabilities and prior experiences as well as what you are looking for in your next role.

Our interview panels always consist of at least two people, and we are committed to having a member of our Lived Experience Partnership on the panel where possible. If we require you to prepare a presentation for your interview, we will provide you with the brief and details upon confirming your interview slot, ensuring that you have adequate time to prepare it.

### Written Assessments

You may be asked to complete a short, written assessment before your interview, the details of which will vary depending on the role you applied for. In the event that this applies to your role, you will be sent information on the task and provided with a window of time to complete at your own pace. Our written tasks assess the skills and competencies needed to be successful in the role, so bear that in mind when you complete it.

### Interview Preparation

In preparation for your interview, we recommend doing some research into who we are and what we do, as well researching our organisational values. The interview is your chance to show us why you want to work here but it is also your opportunity to interview us and determine if we are a good fit for you; so, come prepared with any questions you want to ask us.

## The legal bits and providing feedback

### Rehabilitation of Offenders Act 1974

You should not sign the application form without being clear about what you must reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act.

### References

We will only collect details for referees where we have offered you a role with us and, will confirm this with you before contacting them directly. At least one referee must be known to you in a work capacity, having line managed you.

### Reasonable adjustments






We're committed to ensuring that everyone can participate fully in the process, so if you need some adjustments made to do so, please let us know and we will do our best to accommodate where possible.

### Feedback & unsuccessful candidates

Your details will remain on file for 6 months after you have applied for a position with us. If a suitable vacancy becomes available during this time, we will contact you to find out whether you are interested in being considered. At the end of the 6 months, you will receive an email from our recruitment system asking you to confirm whether you would like your details to remain on file. If you do not wish for your details to remain on file, they will be removed in line with GDPR.

If you are unsuccessful at interview stage, we'll be able to offer you feedback via a call with the hiring manager. Unfortunately, due to high volumes of applications received, we're not always able to provide feedback to those who aren't shortlisted to the interview stage.



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The Think Ahead Organisation is a registered charity and a company limited by guarantee.  
Charity number: 1166577. Company number: 10015893.