



## Business Development Coordinator – Job Description (One year fixed-term contract)

Global Partners Governance (GPG) works with parliaments and political parties around the world to promote representative politics and effective governance. Our work directly supports politicians and parliamentary staff and has included the delivery of projects with parliaments in Africa, the Middle East, and Central-Eastern Europe. For more on our work, see our website at [www.gpggovernance.net](http://www.gpggovernance.net).

GPG is seeking to appoint a business development co-ordinator to help develop and co-ordinate GPG's internal systems, and external relationship management. This role will be focussed on monitoring and co-ordinating business opportunities, leading and managing the bid writing process, organising all the logistical elements of GPG's responses and supporting GPG's client management systems. The role will help GPG systematise its business development practices, build staff skills and develop organisation-wide tools and techniques.

GPG is committed to equality and diversity within our workforce and we encourage applications from all backgrounds, communities and industries.

### Job responsibilities

#### Development of new business and business processes

- Working with senior GPG programme staff to monitor and develop new business opportunities
- Monitoring and developing business pipeline, and working with programme staff to identify and pursue expansion of existing work
- Implementing organisation-wide business-development processes
- Supporting development of business development skills amongst all GPG staff
- Supporting market analysis, development of GPG business development strategy and identifying new opportunities

#### Co-ordination and bid management

- Leading GPG's response to tenders, including principal role in drafting and co-ordinating bids
- Managing GPG's internal resources on responses to opportunities, managing timelines and staff contributions
- Liaising and co-ordinating with other external individuals and organisations partnering with GPG on bids
- Managing the legal and logistical elements of bid development, including pre-teaming agreements, non-disclosure agreements and other documentation
- Refining standardised bid-response processes within GPG

#### Client Relationship Management

- Working with project delivery teams on quality assurance and managing existing client relationships
- Embedding and supporting GPG's CRM principles and processes with all GPG staff
- Developing relationships with potential funders, including working with marketing and comms to promote GPG to new potential clients
- Developing GPG's client management monitoring tools and techniques (reinstating improved versions of monitoring dashboard, or client survey, briefings/analysis for clients etc.)

### Person specification

- Highly proactive individual with the ability to work autonomously to open up opportunities
- Networked in international development, international funding community, politics, and business

- An entrepreneurial mindset with the ability to seize new opportunities and shape approaches towards them
- Collegiate, ability to work alongside varied teams and support them across multiple functions whilst increasing their capacities and skills
- Hardworking with good attention to detail and high level of professionalism
- Excellent communication and advocacy skills with different groups and individuals, additional languages a significant plus
- Ability to write coherently and persuasively for a variety of audiences
- Up-to-date on emerging marketing trends and with a keen eye for design

**To apply for this position, you must include a cover letter in English addressing why you are interested in this role and how you meet the requirements of the job and person specification, with your CV (maximum two pages each) and send to [hello@Gpgovernance.net](mailto:hello@Gpgovernance.net).**

**Deadline for applications:** Midnight 21<sup>st</sup> November 2021.

**Interviews:** TBC but likely w/c 29 November 2021

**Start date:** As soon as possible (negotiable with individual applicants)

**Length of contract:** One-year Fixed Term Contract

**Salary:** £30,000 - £35,000 per annum

**Working hours:** 37.5 hours a week

**Holidays:** 25 days' holiday (F/T) plus public holidays per annum

**The right to live and work in the UK is a definite advantage but may consider other very strong applicants from other settings.**