



Alpha Inclusion & Communication

Business Development and Innovation Guardian

Job Description

Purpose of Job: To provide business development and innovation for company growth and sustainability.

Who we are:

Alpha Inclusion and Communication (AlphaIC) is values-driven business with its main office in Hethel, Norwich, Norfolk. We work with children and young people, schools and businesses to improve accessibility and inclusion.

Our Values:

Neurodiversity – Celebrating and encouraging differences

Innovation – Achieving excellence through creativity

Professionalism – Demanding integrity and quality in all we do

Compassion – Ensuring care and understanding is underpinned by sustainable support

Working with children and young people, we identify barriers to learning and life and deliver recognised and personalised interventions.

In addition, we strive to have the same personalised approach to the People in our teams. We think that diversity makes us better and we want all our People processes and procedures to reflect this.

We are happy for team members to use flexible working, working from home where needed and we encourage independent decision-making around workload management. What we look for is the job being done well – how it's done may look different for different people.

About you:

We have a gap in our business needs so we are looking for someone with skills and experience in business growth and development.



We are particularly interested in speaking with people who have:

- An interest in learning to work as a member of a self-managing team.
- A growth mindset and see mistakes as opportunities to learn and grow.
- A willingness to have honest and open communication with colleagues.
- A love of business development.
- The ability to use creative thinking to find solutions to challenges.

About the role:

Our services are in high demand and we're still growing. We're excited to be creating a new post to support our sustainability.

Contract:

Full time - £38,000 - £44,000 per annum. Part-time and flexible working will be considered.

Key Job Outcomes:

- Collaborate with the Directors and Organisational Guardian on the development and implementation of strategic plans to ensure high quality services and sustainable growth.
- Increase revenue to support sustainable growth, using data-driven decision-making.
- Collaboration with the Organisational Guardian in decision-making around business priorities and quality assurance activities.
- Collaborating with the wider team to develop and monitor new services.
- Increase brand awareness.
- Processing and responding to enquiries from a range of commissioners.
- Tracking proposals and contracts and monitoring our compliance to the agreements set out in them.

Main Responsibilities:

- To develop strategic and organisational goals
- To develop services in line with organisational purpose, values, agreements and needs
- To use data-driven decision-making to develop, test and monitor new services.



- To develop and implement stakeholder and communication plans for new projects.
- To establish and maintain good working relationships with current and potential clients.
- To network with other organisations and businesses and create useful connections.
- To oversee the work of all team members responsible for carrying out business related activities and tasks within the organisation.
- To collaborate with the Directors and Organisational Guardian on the development of the business side of the organisation.
- To secure funding for projects.
- To manage proposals and contracts of current clients.
- To ensure AlphaIC is on all local procurement frameworks.
- To collaborate well with other team members and in line with company values and procedures.

For more information and an application form, please contact Amy Eleftheriades or Leona Brown on (01603) 926170

Whilst this role doesn't involve directly working with children and young people, it will be subject to a basic DBS check

Alpha Inclusion and Communication is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is 'exempt' from the Rehabilitation of Offenders Act 1974, so you will be required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account."

Please note this position will be subject to a satisfactory DBS check.