



Application Pack

Director of Business Development



Welcome from the CEO

Dear Applicant,

At Tees Valley Collaborative Trust, we take pride in building a team of exceptional educators, support staff and managers who are deeply committed to delivering excellence. Our overarching mission is to deliver high quality education, skills and authentic real world learning experiences that equip young people with the practical and life skills they need to thrive.

Looking ahead, our focus remains steadfastly outward with a commitment to expanding opportunities for every students across the age phases of our Trust. Beyond academic and job-ready skills, we are passionately dedicated to fostering confidence, employability skills and empowering our learners to navigate the world with resilience.

Additionally, we prioritise the reintegration of young people back into school environments, offering tailored support and resources, to ensure a smooth transition and continued success in their academic or vocational journey.

We take pride in our ability to retain dedicated staff members, fostering a stable and supportive work environment, where individuals can thrive and grow. Within TVCT, a diverse multi academy Trust, there are countless advantages to be gained. As our trust continues to expand, exciting new opportunities emerge, providing avenues for professional development, career progression and the opportunity to contribute meaningfully to our evolving organisation.

Join us in our commitment to fostering an enriching and rewarding work environment, where every member of our team plays a vital role in shaping the future of education.

I hope you find the application pack useful and look forward to receiving your application.

Nichole Munro

Chief Executive Officer

Tees Valley Collaborative Trust

Our Vision and Aims

Tees Valley Collaborative Trust believes that increased collaboration across the educational phases will benefit all learners throughout their educational journey. The Trust exists to promote and facilitate collaboration between schools and the college to our mutual benefit.

The partners in our Trust accept a shared accountability for all our learners and focus on ensuring positive outcomes and progression, particularly at transition points across the key stages.

Aspiring to become an all-through Trust, our innovative approach seeks to promote ambition, aspiration and provide security and the keys to success for our young people, for their future and the benefit of the region.

Our Trust engenders a love of learning through an exceptional quality of educational provision in which every learner is inspired and supported to fulfil their potential, enhancing their personal development and benefitting their community.

We recruit and retain teachers, support staff and managers of the highest calibre by investing in their professional development through training and progression opportunities.

Our schools and college offer a friendly, caring environment with high expectations, aspirations and supporting the highest levels of achievement.

Our Trust works through partnership with employers, community groups and other agencies to make our region a great place to live, learn and work.



Advert - Director of Business Development

Tees Valley Collaborative Trust (TVCT) seeks to appoint a dynamic and strategic Director of Business Development, to drive our Trust's continuous improvement and business strategy. This newly introduced post is a pivotal role, offering an exciting opportunity to lead on the delivery of growth and expansion initiatives across the Trust. This role of Director of Business Development also oversees marketing and communications, to ensure the Trust achieves its overarching aims. The successful candidate will have extensive knowledge of, and networking experience across education or business sector in the Northeast.

You will be responsible for ensuring that each academy is supported in their growth, drawing on external collaboration and partnership. You will provide expert advice and guidance to academy leaders to empower them to make effective, strategic decisions in their settings that positively impact the lives of our students and the communities we serve.

If you are interested in this unique opportunity, are committed to making a difference and have the passion and integrity we are looking for, then we would welcome your application.:

The ideal candidate will have:

- Significant successful management experience in either a business, industry or educational setting.
- Have excellent proven networking abilities across the Middlesbrough and Tees Valley, across education phase, Trust groups and local authorities.
- Experience of leading and managing teams with operational planning, contract development, and successful implementation of data management.
- Experience of delivering change management programmes with desired outcomes.
- Depth in understanding educational funding mechanisms and LA contracts.
- Experience of leading on bid writing and managing contracts for services, including budgets and reporting processes.
- Demonstrable experience in delivering growth strategies, preferably with a Trust setting.
- Experience in overseeing marketing and communications

If you wish to discuss the role informally or would like to visit the Trust, please contact Sharon Boyes, HR Manager at HR@tvc.ac.uk or 01287 280800 for further information.

Salary: SFCA Leadership Range L8 – L10 (£65,257 - £68,426 per annum)

Closing Date: Noon on Thursday 11th July

Start Date: 1st September 2024 or as soon as possible thereafter

Advert - Director of Business Development

Employee Benefits Include:

- Membership of the Teachers' Pension Scheme for all our teaching staff and the Local Government Pension Scheme for all our support staff
- Opportunities for training and professional development
- Childcare Vouchers
- Cycle Scheme
- Free on-site parking
- Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

An application pack can be downloaded from <https://tvc.ac.uk/work-for-us/> Please contact the HR Department at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

Safeguarding Information

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

Job Description - Director of Business Development

Salary: SFCAL Leadership Range L8 – L10

Hours: Whole year with 40 days holiday entitlement, plus bank holidays.

Reporting to the Chief Executive Officer, you will be a member of the Central Executive Team, leading on the development of and management of the Trust's continued improvement of business strategy and development to support and drive growth, as well as marketing and communications to ensure the Trust achieves its overarching goals.

Responsibilities may change with time and further Trust initiatives but, in the first instance, they will include:

Central Executive Team Responsibilities:

- Strategic Leadership of the functions reporting to the role across the Trust.
- Staff management, leadership and development of the functions reporting to the role.
- Budget responsibility for the functions reporting to the role.
- Contributing to the overall strategic direction of the Trust, including any ongoing developments.
- Participating in Executive and Governance Meetings and chairing and convening other meetings as necessary.
- Take the lead on any Trust wide developments delegated by the Chief Executive Officer.
- Deputise for Chief Executive Officer as necessary.

Job Description - Director of Business Development

Job specific responsibilities:

Growth and Development of the Trust

1. To build and maintain partnerships within the local and regional school networks.
2. To be responsible for growth within the Trust across Primary, Secondary, Special Schools and Sixth form provision.
3. Actively promote the Corporate Offer to support growth in LA maintained schools and ensure effective monitoring and impact with associated activities.
4. To establish and maintain coherent tracking documents on all business-related outcomes associated with the post, and to produce appropriate data reporting mechanisms to demonstrate impact.
5. Lead on the creation of appropriate communication from the Trust to share with prospective partners and existing partners (Letters and emails).
6. Horizon scanning to identify business opportunities in line with the Trusts mission, vision, values and objectives, including local authority-maintained provision.
7. Identify bids and contracts in line with the Trusts objectives including SEMH and Inclusion provision.
8. Represent the Trust at roundtable and network meetings including local authorities, DfE and School Forums.
9. To report on business development activity at CET and Trust level using appropriate mechanisms.
10. To adhere to and participate in relevant Trust quality processes including evaluating business development activities and contributing to self- assessment reports and quality improvement plans.
11. Participate in the critical review of academies within the Trust.
12. Through due diligence, evaluate the academy improvement implications of potential incoming academies and to work to successfully incorporate them into the Trust.
13. Ensure effective relationships are maintained with key local partners including approved educational partners, local authorities, higher education establishments, work placements, relevant agencies including partner schools, Ofsted and the DfE Regional Director.
14. To engage with local authority and employers to identify and generate opportunities for short courses, and community projects.

Job Description - Director of Business Development

Commercial Development and Management

1. In close collaboration with the CET and Senior Leadership Team, oversee the revival and expansion of evening and weekend provision across both Sixth Form sites and potentially across other Trust sites through the identification of courses, products and offerings. Including new markets.
2. Proactively seek external partnership opportunities in line with the business aims of the Trust, working closely with the CFO and DoO.
3. Lead on proposals, RFPs and SLAs with potential partners and customers.
4. Conduct webinars and presentations to raise the brand, corporate offering or similar.
5. Identify sponsorship opportunities, including nonprofit engagement.
6. Propose and develop strategic partnerships.
7. Help to shape the Trust's long-term objectives and determine plans for how to meet them.
8. Foster and work to maintain an entrepreneurial growth culture throughout the Trust and across all teams and work functions.
9. Build cross-functional teams to guide and nourish sustainable, long-term growth.

Marketing and Communication

1. Line-manage the Marketing Manager, and oversee the arrangements for external communications with wider communities, media and external agencies and bodies and promote the work of the multi-academy trust to a range of audiences, raising the profile of academies within the trust.
2. Oversee all marketing initiatives across the Trust, including brand awareness and Websites.
3. Oversee the creation of a Trust-wide Marketing and communications strategy.
4. Ensuring all Trust websites conform with statutory compliance.

Other Educational and Operational Matters

1. Lead on the formulating and drafting of Trust-wide policies, practices and protocols related to the department and contribute to other Trust policies.
2. Maintain leading edge knowledge and understanding of effective school/academy improvement, with a focus on business development analysis.
3. Ensure all budgets relevant to the post are managed and monitored effectively and that resources are used efficiently.
4. Participate in meetings, as necessary, with the Regional Director, Local Authority Directors and other key individuals within the areas served by the Trust

Job Description - Director of Business Development

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

The Trust is committed to safeguarding and promoting the welfare of its learners and expects all employees and volunteers to share this commitment.

Person Specification - Director of Business Development

Essential

- Educated to degree level or equivalent.
- Significant successful management experience in either a business or educational setting.
- Experience of leading and managing teams with operational planning, contract development, and successful implementation of data management.
- Experience of delivering change management programmes with desired outcomes.
- Experience of managing and delivering on multiple projects.
- Knowledge and experience of managing procurement, contracts for services, budgets and reporting processes.
- Strong networking and negotiation skills.
- Extensive experience of managing and motivating staff.
- Excellent interpersonal, written and oral communication skills.
- Strong organisational and time-management skills and the ability to delegate appropriately.
- Excellent computer literacy.
- Strong leadership skills with a clear vision.
- Proven ability to apply creative solutions to issues at a strategic level.
- Energy, enthusiasm and the resilience to achieve Trust objectives.
- Experience of working with external partnerships/stakeholders.

Desirable

- Business management qualification or other relevant qualification for the role.
- Teaching qualification.
- Knowledge of Academies funding.
- Experience of effective resource management at a senior level.
- Willingness to undertake a management qualification.

Guidance on completing your application form

Please ensure you have read the Trust Privacy Notice before completing your application form

We only accept applications made on our official application form.

You should complete all sections in black ink or electronically. We will use this form to help us decide your suitability for the post, so please make sure it is accurate and complete. Partially completed forms will not be considered.

Application Form: Clearly identify which post you are applying for.

Disabled Persons Job Applications: Wherever possible we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. Please provide information on any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview for this post. Please provide this information in your accompanying statement.

Previous Employment: Please ensure you provide a continuous record of employment/training/voluntary or unpaid work. You should start with the most recent and include reasons for any gaps in your employment history.

Supporting Statement: You should complete the supporting statement section describing how you meet the requirements detailed in the job description and person specification.

Last Three Years Results (Teaching vacancies only): You should complete the requested information for all classes taught in the last three years. For teachers with less than three years' experience, please provide all available data.

References: You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current or most recent employer (for teachers, this should be the Principal/Head Teacher). Your second reference should be someone who knows you in a professional capacity. Please indicate the relationship of the referee to you e.g. line manager, supervisor, etc. Referees will be contacted for applicants shortlisted to attend for interview unless stated otherwise. Please note that references from family members will not be accepted.

Guidance on completing your application form

Safeguarding: We are committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. The successful applicant will be required to undergo a Disclosure and Barring Service (DBS) criminal record check and to undertake child protection training should they not already have recently done so. The post is exempt from the Rehabilitation of Offenders Act (1974). If you have any convictions, cautions, reprimands or final warnings from the Courts or Police, you must declare them. This can be done separately from the Application Form in a sealed envelope, marked confidential, for the attention of the HR Manager. Any such information will not necessarily prevent you from being considered for the post.

Please return the completed application form and accompanying letter to Sharon Boyes, HR Manager at HR@tvc.ac.uk by the closing date.

