

## Pato Head of Business Development

### Job Description



**Salary – between £27,000 to £30,000 FTE per annum (salary will be pro rata to the working hours)**



**Location – Remote with regular in-person work at Jubilee Sidings (DT4) and other surrounding areas in Weymouth (average once per week)**



**Working hours – Part-time (18 hours & 45 Minutes per week)**



**Contract – Permanent Role**



**Reporting to – Head of Business Development**



## **Who is Genius Within and What do we do?**

Genius Within CIC is a social enterprise established in 2011 to help neurominorities fulfil their potential in employment and their careers. Neurodiversity creates strengths that can benefit workplaces and communities.

We are working towards a future where all adults with neurodiversity will be able to maximise their potential and work to their strengths; where those with problems at work or in custody receive the diagnosis, coaching and support that they need. We provide Assessments, coaching, awareness training and in work support alongside social inclusion work and services for young people.

## **Equality, Diversity & Inclusion**

Genius Within cares deeply about creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and a disability confident leader. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

Genius Within does not require disclosure to make reasonable adjustments. We ask all employees “how can we support you to work at your best” and are adept at provision of coaching, technology, flexible terms to meet this objective. Our highly successful majority disability staff team are testament to the benefits of making adjustments.

## **Job Purpose**

- To ensure the Head of Business Development is well resourced and supported to deliver objectives on time.
- To provide high-quality administrative and personal support, enabling focus on strategic priorities.
- To maintain the professional profile of Genius Within and support the performance and growth of the Business Development team.
- To live the Genius Within values of passion, professionalism, openness, integrity, and loyalty.

## **Main Duties and Responsibilities**

- Manage the Head of Business Development's time and priorities, including diary management, travel arrangements, and ensuring their essential tasks are completed—not just preferred ones.
- Organise meetings, take minutes, distribute agendas and action logs, and coordinate internal and external diaries.
- Attend meetings and ensure accurate minute-taking and follow-up on actions.
- Assist with the creation of proposals, reports, and presentations, ensuring accuracy and timely delivery.
- Monitor and manage email correspondence, ensuring efficient communication and follow-up.
- Maintain an annual calendar of core meetings and company events.
- Provide logistical support for Employability and Criminal Justice events and conferences, including capturing and sharing photos of attendees, job titles and organisations ahead of attendance.

- Conduct research and gather intelligence on new bids, tenders, and funding opportunities, including checking relevant portals (training provided).
- Provide reminders and updates about travel disruptions such as train delays.
- Support personal admin tasks such as, but not limited to, ordering prescriptions, managing children's schedules (i.e. parent's evenings and regular activities booked and added to diary), confirming child/dog care arrangements when away, coordinating private medical appointments.
- Understand and support the Head of Business Development's working style, including managing anxiety, periods of high energy and performance followed by low energy and capacity for social interaction tasks, and procrastination.
- Liaise with directors and stakeholders, requiring clear, confident communication and the ability to protect the Head of Business Development's time.
- Ensure the Business Development team has the necessary tools and resources, including up-to-date documents and handouts.
- Maintain accurate records and support compliance with company policies and procedures.

**This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.**

## **Knowledge, Skills, and Experience**

### **Required**

- Highly competent IT user – proficient in Microsoft Office (including Outlook), webinar software, databases and storage solutions.
- Strong ability to analyse data and produce accurate reports and spreadsheets.
- Advanced user of Excel (formulas, pivot tables, etc.).
- Confident in producing high-quality PowerPoint presentations and well-formatted Word documents.
- Excellent telephone manner and ability to build rapport with remote colleagues and external partners.
- Reliability and a supportive nature, with an appreciation for both high-level professional tasks and personal admin support.

### **Desired**

- Experience working for an SME.
- Understanding of Neurodiversity.
- Familiarity with the Employability and/or Criminal Justice sector.
- Competence in CRM software (e.g., HubSpot).

## General Responsibilities

- Maintain own CPD and stay up to date with relevant knowledge and skills.
- Adhere to all Genius Within policies, including Equality and Diversity, Safeguarding, Health and Safety, and Confidentiality.
- Ensure secure handling of data in line with GDPR and IT Security Policies.
- Actively promote Genius Within's work through social media and professional networks.

## Other Information

Genius Within is an accredited Disability Confident Leader. If you require any adjustments, please let us know as soon as possible to support you to be at your best during this process.

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**The successful candidate must undergo a basic DBS check, on the basis that the role involves contact with vulnerable adults, in accordance with the Rehabilitation of Offenders Act (1974). Other relevant recruitment checks may also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearance.**

**We recognise the contribution that people with criminal records can make as employees and associates and welcome applications from applicants who meet the role requirements. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.**

**Our core values include openness and integrity and we work hard to create a culture built on trust and transparency. This is extremely important in order to serve our community who rely on us to provide a safe space and support for them to unlock their own Genius Within. vetting and clearance.**