

Fairfield Recycling

Business Development Manager

Job Description



Hours: 5 days a week (37.5 hours a week)

Days: Monday to Friday and we will require you to work some weekends

Length of Contract: Permanent

Probationary Period: 6 months

Salary: From £34,098 p/a (gross salary including 5% employers pension contribution)

Responsible to:

Chris Walsh and the Directors of Fairfield Environmental Services

Role:

Fairfield Environment Trust (FET) is about to enter a new and exciting phase of development. Earlier this year our trading arm Fairfield Recycling won a new recycling contract that has seen us grow significantly. We have also completed a series of mergers and now our family of organisations includes activities as diverse as farming and building management.

With an increased workforce has come additional responsibilities and the resources to enable us to become one of Greater Manchester's most impactful environmental charities. We are therefore seeking an individual to join a growing, youthful and dynamic team who are taking on the mantle of our retiring founders, offering a unique job opportunity to shape and grow our businesses and charitable work over the next decade.

The full-time Business Development Manager will take responsibility for the entire operation of Fairfield Recycling, leading a management team of Operations Manager, Finance Manager and Finance Officer and HR Officer. They will work closely with the FES board of Directors.

Their two key roles will be to ensure the smooth effective and efficient running of FES and to explore and utilise new business opportunities to enable us to grow and diversify further.

We are now recruiting for a Finance Officer and HR Officer to support the work of the Business Development Manager, effectively having three full time staff who will take on the responsibilities of our Office Manager who is planning to retire in 2018. This increased capacity is key to supporting our growing work force and to adopting good practice across all aspects of our business.

This unique job opportunity will place you in the driving seat of Greater Manchester's most successful social enterprises and at the heart of a group of organisations who are seeking significant new opportunities in the coming years to grow and strengthen.

The post also requires a person with the willingness to get their hands dirty and muck-in on site, ideally someone with practical skills and experience of working in the waste sector in a senior role.

The post is based at New Smithfield Market in East Manchester and easily accessible by public transport.

Tasks will be determined by a mutually agreed annual action plan, but your main duties are stated below.

Main Duties:

Business Management.

- Carry out all managerial responsibilities to ensure the smooth effective and efficient running of the company.
- Ensure performance targets and contractual obligations are met.
- Maintain the smooth running of our operation by overseeing vehicle and machinery purchases, maintenance schedules and facilitate the timely repair of equipment and vehicles.
- Ensure Health & Safety best practice and the welfare of staff by working in partnership with our Fleet Manager and HR Officer.

Relationship Management.

- Maintaining and strengthening our relationship with our existing customers (e.g. Manchester City Council, market traders, etc.).
- Reporting of Key Performance Indicators for Partners.
- Attend meetings and events to build new relationships with potential new customers and partners.
- Attend monthly Director's meetings.

Management of Staff.

- Line Manage our Finance Officer to ensure financial planning good practice.
- Line Manage our HR Officer to ensure Human Relations and Health & Safety good practice.
- Line Manage our Operations Manager to ensure effective and efficient daily operations.
- Alongside our Operations Manager line manage our Fleet Manager to ensure a safe and well maintained fleet of vehicles.
- Hold monthly Senior Staff meetings.
- In partnership with our HR Officer devise monthly shift patterns and rotas to maintain staffing levels.
- In partnership with our HR Officer ensure we have a competent and professional team of staff.
- With senior staff and Directors, take part in relevant complaints and disciplinary procedures involving staff, volunteers etc.

Business Planning.

- In partnership with the Directors devise and regularly update our Business Plan.
- Work with senior staff on an annual business risk register to identify risks and challenges and put in place actions to minimise these.
- Ensure the reporting on a set number of Key Performance Indicators to the board of Directors.
- Working with Kindling Trust staff members to produce an annual Social Impact Report.
- Work alongside the Directors and our Finance Officer on budget planning.

Business Growth.

- Help submit applications for new contracts and tenders in pursuit of new business opportunities.
- Obtain the qualification of WAMITAB (Level 3 Certificate in Principles of Sustainable Resource Management).
- Help us sector an Environment Permit with the Environment Agency.
- Help us sector ISO4001.
- Lead on exploring new business opportunities through the expansion of services and products.
- Explore new trading opportunities to grow and crucially diversify our customer base.
- Maximise our income through the timely sale of our material.
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Health & Safety.

- Attend monthly health and Safety and well being meetings with key staff members.
- With senior staff review and improve all relevant risk assessments and communicate these effectively with staff.
- Work alongside our Fleet Manager to ensure driver, vehicle maintenance and training good practice.
- Hold responsibility for our CHAS accreditation and lead on our submission.

Compliance.

- Keeping abreast of all relevant waste management legislation and co-ordinate any subsequent requirements.
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Other.

- Perform day-to-day tasks as required to keep the company functioning on a daily basis.

We are looking for someone with the following skills, experience and attributes.

| Person Specification: | Essential: | Desirable: |
|---|--|--|
| <p>General.</p> <p>Planning and Organising:</p> <p>Teamworking:</p> <p>Excellent Communication and Interaction Skills:</p> <p>Strong Analytical Skills and Decision Making:</p> <p>Problem Solving and Issue Resolution:</p> | <p style="text-align: center;">☼</p> | |
| <p>Business Management.</p> <p>Proven track record in Financial Management:</p> <p>A minimum of 5 years in a Senior Management Position:</p> <p>Experience of Managing Staff:</p> <p>Experience of working in the Resource Management Sector:</p> <p>WAMITAB Qualification:</p> <p>Fleet Management:</p> | <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> | <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> |
| <p>Competence, Skills and Knowledge.</p> <p>Good grasp of prioritising tasks and planning:</p> <p>Willingness and flexibility to undertake any relevant training required:</p> <p>Good administration and communication skills with the ability to deal with people from a variety of backgrounds:</p> <p>Relevant ICT & database skills and experience. Working knowledge of book keeping:</p> <p>Full driving licence:</p> <p>HGV driving qualification:</p> | <p style="text-align: center;">☼</p> | <p style="text-align: center;">☼</p> |
| <p>Personal.</p> <p>Awareness and understanding of the challenges within the social enterprise sector:</p> <p>Enthusiasm and dedication to sustainable waste management:</p> <p>Drive and enthusiasm to meet set objectives. A high degree of personal motivation and initiative and the ability to work under pressure:</p> <p>Be able to learn on the job, and respond to possibilities and potential opportunities:</p> | <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> | <p style="text-align: center;">☼</p> <p style="text-align: center;">☼</p> |

Closing date for applications: **Midnight on Sunday 25th February.**

Interviews will take place on: **Monday 5th March & Tuesday 6th March.**