



Head of Business Development (Maternity Cover) – Living Wage Foundation

Hours: 4/5 days flexible

Contract: Maternity Cover, until December 2021

Salary: £49,522 (pro-rata) inc London Weighting

Based: London, currently working remotely

Pension: 10% employer contribution

Living Wage Foundation

The **Living Wage Foundation** was launched in 2011 by **Citizens UK** to tackle in-work poverty and ensure that workers earn enough to live on and participate in family and community life. Citizens UK is the home of community organising with diverse civil society alliances set up to develop leaders to work on the issues that matter to them, such as the Living Wage. Other projects include **PACT** (Parents and the Community Together) and **Sponsor Refugees** to add depth to the impact of Citizens UK's work.

The Living Wage is a movement of businesses, organisations and people who believe that a hard day's work deserves a fair day's pay. The real Living Wage is an independently-calculated hourly rate based on the cost of living and announced each November during Living Wage Week, our annual celebration of a growing network of nearly 7,000 Living Wage Employers.

The Living Wage Foundation celebrates employers that voluntarily choose to pay the real Living Wage through an accreditation scheme that recognises a long-term commitment to fair pay and has secured pay rises for 250,000 low paid workers.

Purpose

The Head of Business Development will drive new business development, generate and implement diversification opportunities to support the future direction of the Living Wage Foundation. You will be responsible for developing and managing new programmes of work exploring wider issues facing low paid workers in the UK and beyond and a new consultancy strand to support more employers to adopt the living wage and other standards of good practice. You will provide leadership and support for a passionate, driven team with a strong commitment to tackling in-work poverty, and be able to build strong relationships internally and externally to further the objectives of the Foundation.

- Develop and deliver **strategies**, working collaboratively across the organisation.
- Raise **funds** to realise our ambitions to **diversify** into new areas.
- Build and manage **relationships** with key stakeholders, policy makers and employers to **support** them to tackle in-work poverty in new ways.
- **Develop** a team-wide strategy and line manage staff and freelancers, **supporting** them to deliver projects and create the **tools** and **knowledge** available to **inform** and **advise** employers on going further than the Living Wage.
- **Communicate** evidence for change to **influence** key stakeholders to become part of the Living Wage movement, promoting Living Hours and other schemes and initiatives, and to **champion** the Living Wage and Living Hours to their networks.
- **Monitor** and **evaluate** the impact of our work to refine our strategy and deliver projects in an efficient way.

Main Responsibilities

Strategy and Project Management

- Oversee the development of UK-wide innovative strategies to design, pilot and grow projects that go beyond paying the living wage to reduce in-work poverty.
- Lead and direct a team to deliver Living Hours accreditation strategy to tackle insecure contracts and develop new programmes to improve in-work poverty issues such as social care and pensions.
- Take responsibility for developing our consultancy offer and develop a programme of training and workshops to support employers to implement the Living Wage, Living Hours and new programmes of work.
- Oversee and support project staff to deliver existing projects to grow or deepen the impact of the Living Wage campaign, including our Global Living Wage Initiative.
- Oversee the monitoring and evaluation of new projects' impact, including data collection systems and producing reports for various stakeholders.
- Support the delivery of LWF's business plan, working across teams to organise work effectively.

Relationship Management

- Identify and develop relationships with key senior stakeholders, policy makers, large employers and employer networks to promote and grow new projects.
- Identify opportunities and develop strategic partnerships with a range of stakeholders including project partners and funders to support the LWF's work.
- Scope and test new ideas to address in-work poverty, in consultation with workers, employers and experts, to develop new solutions as part of our diversification programme.

People Management

- Line manage and support the development of multiple direct reports to deliver business plan objectives whilst supporting the training and induction of team members and developing staff members to carry out their roles effectively.
- Develop resources, training, and support to deepen and broaden the skills of LWF team.
- Coordinate staff within the LWF and across the organisation to ensure we are meeting the expectations of our network and stakeholders.
- Work with Citizens UK community organisers, members and leaders to promote civic engagement with and ownership of new programmes sitting alongside the Living Wage campaign.

Fundraising

- Lead on fundraising to support the development of innovative ideas and initiate new programmes, whilst holding relationships with funders and ensuring compliance with grant conditions.
- Identify and build new opportunities to grow the income of LWF to ensure all diversification projects become financially sustainable.
- Manage the budget for all new programmes and lead a team to monitor income and expenditure against forecasts.

Communications

- Keep up to date on the latest low pay and poverty policy issues and support communications to our network to ensure that the LWF is responsive to the needs of employees and employers.
- Identify and direct staff to effectively gather case studies and examples of best practice to develop materials and promote the Living Wage and associated diversification programmes.
- Oversee research and consultation projects to make the case and gather supporting evidence for new projects.

- Represent the organisation effectively to external audiences in meetings, at events and in the media to promote and grow the work of LWF.

Person Specification

REQUIREMENTS		ESSENTIAL	DESIRABLE
QUALIFICATION AND EXPERIENCE	A minimum of 5 years' proven, comprehensive experience in a project management role	✓	
	Experience of developing and managing new programmes in the fields of work, pay, and business policy	✓	
	Experience of building and managing successful relationships and partnerships with businesses and other stakeholders	✓	
	A proven track record of managing multiple programmes and teams to deliver against agreed objectives	✓	
	Experience of line managing multiple staff and developing them to realise their potential	✓	
	Degree or equivalent professional qualification		✓
REQUIREMENTS		ESSENTIAL	DESIRABLE
KEY SKILLS AND KNOWLEDGE	A strategic thinker able to understand the big picture and identify implications and recommendations for the organisation	✓	
	Outstanding communication skills, both verbal and written, combined with the ability to liaise with senior stakeholders	✓	
	Excellent project management skills with the ability to juggle a wide range of competing demands	✓	
	An understanding of the policy and campaigning landscape in the UK	✓	
	A demonstrable ability to identify new opportunities for growth	✓	
	Excellent interpersonal skills with the ability to build relationships, lead, influence and motivate others	✓	
	Strong monitoring and evaluation skills and the ability to interpret results to adapt strategy	✓	
	The ability to act on own initiative to introduce and develop new projects and systems	✓	
	Proven computer literacy to include MS Office and database software	✓	

REQUIREMENTS		ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands	✓	
	A strong commitment to the Living Wage campaign and values of Citizens UK	✓	

Application Procedure

Method: Fill out application form which you can download at www.livingwage.org.uk/jobs. Please save file as 'Name – Head of Business Development'

Submit to: recruitment@citizensuk.org

Please note: The subject heading of the email must contain the applicants name and the words 'Head of Business Development Application'

Applications deadline: Midnight on Monday 16th November 2020

Interview dates: Tuesday 24th November 2020

Citizens UK and the Living Wage Foundation are committed to being an inclusive employer. We value a diverse workforce and encourage anyone with an interest in this role to apply, regardless of whether you meet all the desirable criteria. We invest in our staff and will support you to develop the skills and knowledge required to deliver the role. We particularly welcome applications from black, Asian and minority ethnic (BAME) candidates, who are underrepresented at the Foundation. Please contact us if you would like to discuss flexible working arrangements ahead of applying.

There is a voluntary and anonymous [Diversity Monitoring Form](#) which helps the Living Wage Foundation to monitor against the aims and commitments of our Equal Opportunities Policy. We appreciate your help and cooperation by filling in this form.

For more about the Living Wage Foundation and Citizens UK please visit www.livingwage.org.uk and www.citizensuk.org.