



Llamau

Imagine a World Without
Homelessness

Head of Business Development - Grants and Contracts

Introduction

Thank you so much for your interest in Llamau and the position of **Head of Business Development – Grants and Contracts**. As a homeless charity focussed on ending Youth and Women's homelessness, Llamau is driven and determined to achieve our mission.

The role of Head of Business Development – Grants and Contracts is vital to our charity. You will be responsible for leading the delivery of sustainable income and contribution growth through grants and contracts from both statutory and voluntary sources. You will also lead a team of experienced bid writers to ensure high quality proposals, both for priority grant-funded and service-contract opportunities.

The position requires exceptional communication skills, strategic thinking, and a strong understanding of the charity sector. The successful candidate will play a pivotal role in securing funding opportunities and advancing our mission of a world without homelessness.

This is undoubtedly a demanding role, it needs someone who believes as we do that homelessness is wrong and ending it is possible. As an organisation we are passionate, creative and driven - we need a senior fundraising professional with the same attitude. If you believe this is you and would like an informal chat about the role then please contact:

Sara Bass

Director of Income Generation and Communications

Tel: 07966 981075

Email: SaraBass@LLamau.org.uk



About Llamau

Ending Homelessness, Changing Futures

Here at **Llamau** we are change makers. We are on an unapologetic mission to end homelessness and domestic abuse in Wales.

We Respect the gift of individuality in our colleagues and the people we support. We Listen and We Learn at every opportunity. If someone needs help, We Encourage and We Don't Give Up.

You will not just be a colleague, you'll be a stakeholder.

Working here is more than a job. We are family. We are **Llamau**

Our Values



We are a values-led organisation which puts the people we support at the heart of the organisation.

Our values mean that we can offer the highest quality support and empathy. Our values are:

We Respect

Llamau has a genuine respect for the people we support. We listen to and learn from them every day. This ensures that our relationship with every individual is meaningful and our services are effective and successful.

We Listen

All Llamau colleagues are in constant consultation and dialogue with the people we support, so that we can be there when we are needed. All work is undertaken with the people we support taking full account of their views and priorities.

We Encourage

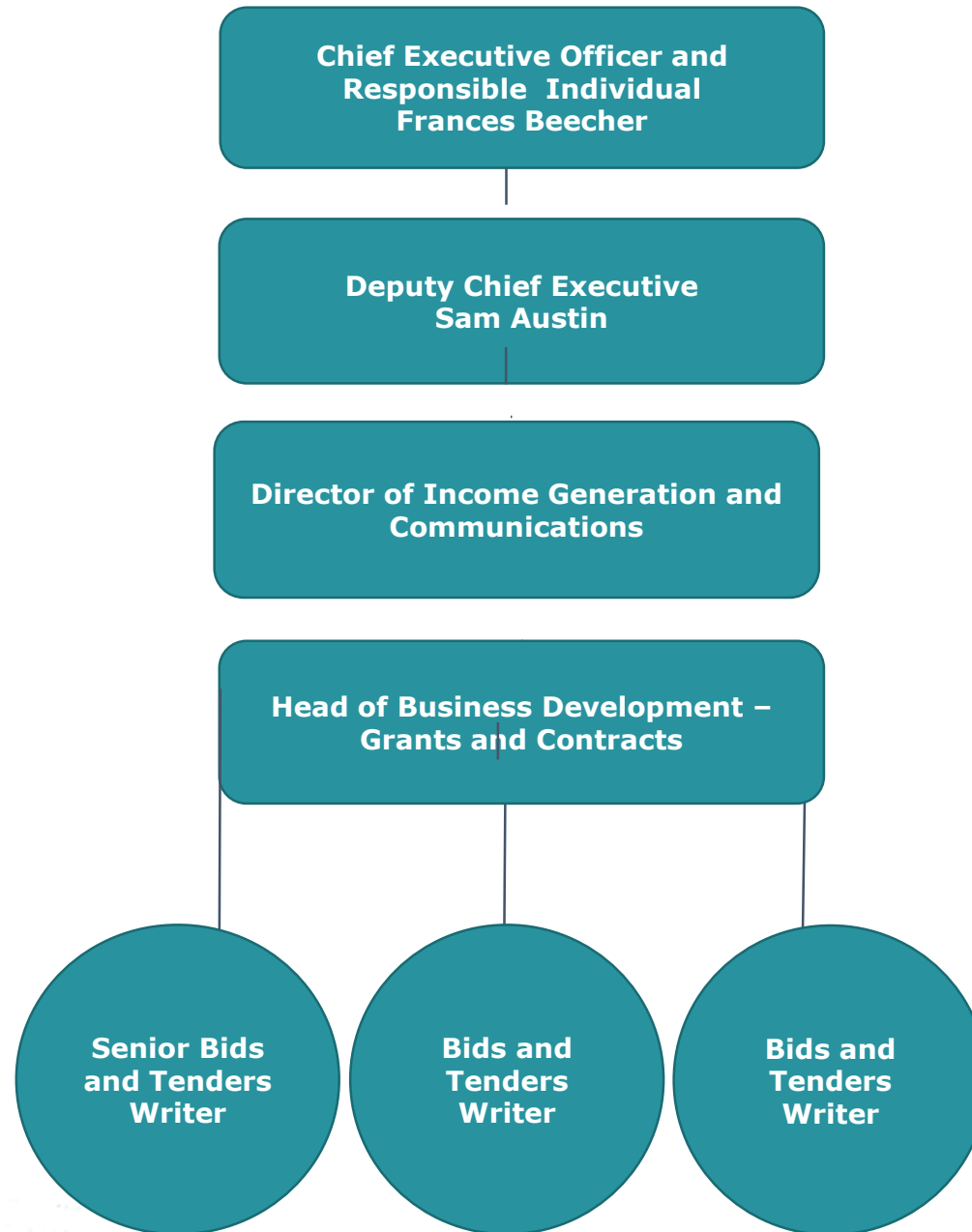
Llamau encourages positive involvement and full consultation of the people we support in the services that they receive.

We Learn

Llamau is totally committed to continuous improvement. Llamau has developed a comprehensive monitoring system, which evaluates all of its services. Each service is monitored and evaluated, as is each project. Performance indicators also play a part in evaluating the projects and the organisation to ensure that we add Value to our services and Best Practice guidelines are fully met.

We Don't Give up

Llamau recognises that too often the people we support are perceived as failing when services cannot be tailored to meet their needs or when they are not ready or able to maximise the opportunities open to them as a part of the support and training services that are offered to them. For this reason Llamau will continue to offer services to the people we support regardless of their previous actions unless these cannot be offered without prejudicing or putting other service at risk.



Job Description

Job Title:	Head of Business Development - Grants and Contracts
Responsible to:	Director of Income Generation and Communication
Responsible for:	Senior Bid Writer, 2 x Bid writers
Salary:	£42,816 depending on experience
Working hours:	37 per week. This will include some evenings and weekends for which TOIL will be given. (The post holder is expected to work whatever hours are necessary to fulfil the responsibilities of the post.)
Contract:	Full time, Permanent
Location:	Hybrid – based in either Cardiff or Swansea with a mix of home working
Annual leave:	26 days plus bank holidays, increasing 1 day a year up to 32 days
Probation:	6 months
Pension	8% pension (2% contributory) once Probationary Period successfully completed

Purpose of Job

The purpose of the Head of Business Development – Grants and Contracts role in Llamau is to lead and drive the organisation's business development and income generation through grants and contracts with the ultimate goal of securing funding to support our mission and initiatives. This role is crucial in ensuring the sustainability and growth of our programmes and services, enabling us to make a positive impact on the lives of those we serve.

Responsibilities include developing and executing a comprehensive strategy for bids and tenders, managing the end-to-end process of proposal development, and engaging with stakeholders to build relationships and gather necessary information. By leveraging their expertise in bid management, financial analysis, and market research, the Head of Business Development – Grants and Contracts, plays a pivotal role in maximizing the charity's success rates and securing vital resources.

The Head of Business Development – Grants and Contracts, is also responsible for leading and inspiring a team of bid writers, fostering a collaborative and high-performing environment. This role requires exceptional project management skills, strong communication abilities, and a deep understanding of the charity sector.

Overall, the purpose of the Head of Business Development – Grants and Contracts, is to drive the charity's growth and impact through successful bidding and tendering, ensuring that we can continue to deliver essential services and support to those in need.

Main Duties



- Strategic responsibility for income generation for organisational services from grants and contracts
- Responsibility for the development and implementation of strategies for trust and foundations
- Leading and inspire a team of bid writers fostering a compassionate and high-performing environment
- Liaise with key stakeholders across the organisation and lead on the development of cases for support / project plans
- Liaise with Directors and Heads of Service as well as the Deputy Chief Executive to decide which contracts to tender for
- Support the Bid Writers to identify new Statutory funding opportunities through sell2wales and other sources.
- Liaise with Senior Management Team to decide which contracts to tender and re-commission for.
- Work with the Bid Writers to agree roles and responsibilities for each tender as they arise.
- Where appropriate lead on the development of new project bids with senior /operational management
- Where appropriate lead on the co-ordination of reporting for certain bids.
- Responsible for the processes and procedures needed for trust and foundations including prospect and pipeline management, stewardship cycles and reporting.
- Create, implement and maintain FACT's Information bank, working alongside the Director of Income Generation and Communications to deliver.
- Keep up to date with trends and good practice and identify opportunities to improve and develop Llamau's fundraising activity.
- Senior point of contact for internal and external stakeholders regarding grants, contracts, bids and tenders
- Complete monthly reports for the Director of Fundraising and Communications and participate in regular Support and Supervision sessions.
- Work at all times to the ethos and values of Llamau and to Llamau's policies and procedures, and in compliance with data protections regulations, Fundraising and Communications Regulations and Health and Safety Regulations.
- Work flexibly and outside office hours where appropriate to meet the requirements of the post.
- Any other duties which fall within the remit of the post.

Person Specification

Essential

Experience

- At least three years' experience writing statutory and non-statutory bids and tenders
- Experience of line managing a team
- Compiling and submitting Local Authority and Welsh Government Tenders
- Using online Portals such as Bravo and Proactis
- General Administrative systems and procedures
- Using Information Systems/CRM Databases

Skills

- Results Driven and compassionate leader
- Proactive and independent approach to delivering solutions
- Excellent written communication skills, ensuring tone and language are tailored and appropriate for the audience
- Excellent organisation skills, able to manage multiple priorities and projects
- Strong interpersonal, influencing, team-building and relationship-building skills
- Excellent IT Skills, particularly with Microsoft packages and online platforms used to submit funding applications
- Strong numerical skills, with the ability to understand budgets and management information
- Excellent project management skills
- Ability to present complex information effectively to a range of funders

Personal Qualities

- Excellent attention to detail
- Customer focussed with a flexible, positive and professional approach
- Highly motivated and results-driven
- Solutions focussed
- Empathetic approach with the ability to communicate in an appropriate and non-judgemental way with the people we support
- Commitment to working to and upholding Llamau's values, ethos and culture

Person Specification



Desirable

Experience

- Securing and managing large grants and donations

Knowledge

- Demonstrable experience of writing high quality applications to funders for donations of over £1M

Skills

- Excellent analytical skills to identify trends in performance and make recommendations for improvements
- Good strategic thinking skills, with the ability to see the bigger picture

A photograph of two women sitting on a dark wooden bench outdoors. The woman on the left has short blonde hair and is wearing a dark blue t-shirt. The woman on the right has long brown hair and is wearing a white ribbed sweater. They are both looking at each other and appear to be in conversation. The woman on the right is gesturing with her right hand. The background is filled with lush green foliage, and the scene is lit with soft, natural light.

To Apply

For an informal chat about the role please contact:

Sara Bass

Director of Income Generation and Communications

Tel: 07966 981075

Email: SaraBass@LLamau.org.uk

If you are ready to apply, please visit our [website](#) or [LinkedIn](#)