Special Partnership Trust

JOB DESCRIPTION

Trust Business Development Manager

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	**Trust Business Development Manager**
Salary/Range:	£60,000 - £70,000 per annum, dependent on experience and skills.
Hours:	Full Time - 37hours, 52 weeks
Base:	SPT Central Office, Pencalenick School, Truro with travel to our schools across Cornwall, Devon and Torbay as required
Responsible to:	Director of Resources
Direct Supervisory Responsibility for:	Project Administrator, IMS Officer, Business Administration Apprentice
Important Functional Relationships: Internal/External	CEO and Executive Team, Board of Directors and Governance Professionals, School Leaders and Business Managers, Local Authorities and DfE Officials, External Partners, Contractors and Suppliers, Families, Community Groups and Multi Agency Stakeholders

Main Purpose of Job:

As a member of the Trust's Management Team, the Trust Business Development Manager is responsible for the leadership, management, and delivery of high-quality support services across the Special Partnership Trust. The postholder will provide strategic planning, development, and oversight of central operational functions, ensuring systems, structures, and staff operate efficiently and effectively to support the Trust's educational mission, vision and values.

Working closely with the Chief Executive Officer, the postholder will contribute to Trust strategy, attend Board meetings, and represent SPT in meetings with the Department for Education, Local Authorities and other key partners. The Trust Business Development Manager will uphold, promote, and model the vision, values and inclusive ethos of the Special Partnership Trust at all times. This role will continue to evolve and develop in line with the ongoing growth and changing needs of the organisation.

Key Responsibilities:

Strategic Leadership & Trust Development

- Support the CEO in the strategic development and operation of the Trust.
- Contribute to Board meetings, Trust committees, LA, DfE, partnership collaborative discussions, and meetings with external agencies.

- Develop and deliver Trust-wide operational strategies in line with SPT's vision, ethos, and mission.
- Lead the development of central support services ensuring they meet Trust / schools requirements.
- Assist in the development of governance policies for Board approval.
- Ensure annual plans, targets, and performance measures are implemented and monitored.
- Develop external partnerships that enhance the Trust's profile, influence, and opportunities.

Operations, Systems & Compliance

- Lead and oversee the internal operations of the Trust, ensuring systems, structures and staffing are efficient, effective, and compliant.
- Ensure all central Trust operations meet statutory, regulatory, and contractual requirements.
- Oversee legal and regulatory compliance across contracts, licences, and operational activity.
- Lead on Trust-wide procurement, contract management and the delivery of efficient, value-for-money support services.
- Ensure all processes and documentation are legally compliant and aligned to Trust purpose.
- Act as the Trust Complaints Investigator and hold oversight of the complaints process.

Business and service continuity

- Lead, manage service provider, or develop support for strategic planning and operational delivery in:
    - Risk management
    - Asset management
    - IT strategy
    - Health and safety
    - Legal compliance
    - Communications
    - Quality assurance of support services : cleaning , catering (both inhouse and external contractor).
    - GDPR
    - Fleet management
- Ensure robust business continuity plans are produced, maintained, and tested.
- Take appropriate steps to protect the Trust from operational risk.
- Ensure the Trust has appropriate management systems, structures and processes to operate effectively, safely, and accountably.

Project management, growth and development

- Lead operational aspects of school/setting conversions and integration into the Trust.
- Manage and support projects that contribute to Trust development and improvement.
- Identify, pursue and secure grant funding opportunities.
- Develop relationships with external organisations and businesses to secure income-generating opportunities or value-added partnerships.

Communications, advocacy, engagement & reputation

- Oversee the development and delivery of Trust communications, ensuring materials accurately present SPT's vision, mission, and values.
- Assist in designing and implementing communication strategies and campaigns.
- Maintain high-quality internal and external communication processes and systems.

- Promote positive partnerships with schools, families, councils, agencies, and stakeholders

Leadership, People & Culture

- Line manage identified central team staff and service providers ensuring high standards, strong performance, and professional conduct.
- Set clear expectations, provide feedback, and challenge underperformance.
- Contribute to building an inclusive culture that values staff contributions and promotes wellbeing.
- Maintain high professional standards and model Trust values at all times.

Trust Description/Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the Southwest.

The Trust was founded in 2016 and is now made up of ten schools and four ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So, we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed, and when we say 'succeed' we don't just mean academically.

When you work with us, you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.
We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different; we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

We are...

Ambitious. We believe in setting new standards and consistently raising them through the quality of our work and approach.

Aspirational. We dream big and are brave enough to act on our aspirations.

Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

Purposeful. We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

Genuine. Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

Energetic. We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

Specialist. We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

Person Specification:			
	Essential	**Desirable**	**Recruiting method**
Education and Training	Degree or equivalent professional qualification Evidence of ongoing professional development in leadership, operations, business management or related fields.	Management qualification (e.g., ILM, CMI or equivalent) Health & safety, risk management, or compliance training Project management qualification (e.g., PRINCE2, Agile)	Application
Skills and Experience	Senior leadership or operational management experience in a complex organisation Experience overseeing multiple operational functions (e.g. compliance, estates, IT, governance, communications, procurement) Proven experience of leading, managing and developing staff Experience of developing and implementing organisational systems, policies, or processes Experience managing budgets, contracts, procurement and value for money processes Experience resolving complex issues and managing risk	Experience managing organisational communications Experience working in education, public sector, or charitable environments Experience of working in educational settings	Application/Interview

	Experience working with senior leaders, Boards, or governance bodies Experience handling complaints, stakeholder concerns, or sensitive issues Ability to lead and inspire teams, building a high performance culture Excellent planning, organisation and project management skills Ability to analyse complex information and make sound, evidence based decisions Excellent interpersonal, negotiation and relationship building skills Strong written and verbal communication skills Ability to develop and maintain effective partnerships across agencies and levels Ability to work strategically while managing operational detail Ability to handle sensitive information with discretion and professionalism High level of digital literacy and confidence with IT systems Ability to manage competing priorities under pressure		
Specialist Knowledge and Skills	Strong understanding of organisational operations and business support functions Knowledge of safeguarding, and statutory compliance frameworks Understanding of equality, diversity and inclusion within a public sector or education setting	Awareness of current developments in education, MAT governance, and regulatory expectations Understanding of risk management, business continuity	Application/Interview

		and contingency planning Knowledge of H&S, procurement regulations and contract management principles	
Behaviours and Values	Commitment to the vision, mission and values of the Special Partnership Trust High levels of integrity, reliability and professional conduct Resilience, adaptability and a solutions focused approach Commitment to inclusive practice and removing barriers for others Positive, collaborative and proactive mindset Ability to work independently and use initiative Dedication to continuous improvement and excellence		Application/Interview /Task

Special Conditions related to the post
• Willingness to travel between Trust sites as required • Flexibility to work occasional evenings or weekends ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*** Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment: • Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information • Receipt of two satisfactory employer references one of which must be from your current or most recent employer • Satisfactory verification of relevant qualifications • Satisfactory health check All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	Applications must be submitted via MyNewTerm, please visit: Special Partnership Trust - Vacancies to view the vacancy and complete the online application form. **Please note that we do not accept CVs.**
Contact details:	HR can be contacted at recruitment@specialpartnership.org or by phoning 01872613115. Address: Special Partnership Trust, C/o Pencalenick School, St Clement, Truro, TR1 1TE
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work scheme
- Long Service Awards
- Family friendly policies/Flexible working
- Continued professional development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at: www.specialpartnership.org