



<b>Job Title:</b>	<b>Head of Innovation &amp; Growth</b>
<b>Reports to:</b>	<b>Acting Operations Director</b>
<b>Direct Reports:</b>	<b>Data &amp; Impact Lead, Ad hoc Freelance Bid Writers</b>
<b>Salary:</b>	<b>Circa £47,000</b>
<b>Location:</b>	<b>Hybrid remote &amp; SE1</b>

## **Background**

Bounce Back is an award-winning charity and social enterprise that over the last ten years has transformed the lives of thousands of men and women with convictions by providing access to training, self-employment, and long-term career options.

We are committed to delivering a Training & Education programme that offers a first-rate service to our learners, making sure they leave our training centres with the breadth of skills needed to (re)enter the job market and have varied career choices available to them. The design of our training is often influenced through our employer network, supporting them to address skills shortages.

Our dedicated case management team provides tailored support to participants to help them secure employment post training. Helping address any additional barriers to work such as housing, mental health and debt & finance has been crucial to sustainable outcomes. Additionally, in partnership with prisons, probation, and charity partners, we are able to provide vital wrap-around support.

## **Job Description**

### **Job Purpose**

The Head of Innovation & Growth will play a key role within the Senior Leadership Team positioning Bounce Back as a recognised leader in its field.

You will be responsible for leading on the delivery of successful fundraising for the organisation to help generate and grow income managing a current portfolio of Trusts and Grants. You will be working closely with our business development colleagues within our parent organisation, Change Grow Live, to secure larger more sustainable contracts that will enable Bounce Back to increase the impact of our work and geographical reach.

The Head of Innovation and Growth will need to have a deep insight into the operational delivery of current projects and liaise with the Heads of services to ensure outcomes are met and development opportunities are realised. You will explore funding opportunities for the development of new programmes including the use of new technology and maintaining Bounce Back as an innovator in the sector.

### **Core Responsibilities**

#### **Business development & Pipeline management**

- Lead the development of proposals from needs assessments to the timely submission of applications for funding
- Write compelling funding applications that demonstrate the impact and reach of Bounce Back which link to economic development, regeneration, and education & skills programmes
- Achieving ambitious funding targets that support our strategic vision
- Provide timely feedback on advice and decisions received from funding bodies and share a tracking system for all active/open applications
- Work collaboratively with Change Grow Live's Business Development teams to support the development of service delivery models, budgets, and partnership arrangements



- Identify suitable new business opportunities and possibilities for deeper collaboration with Change Grow Live
- Work alongside Operations Director to carry out extensive relationship mapping, and raise Bounce Back's profile by attending key events and strategic partnership meetings
- Manage and lead the identification of approaches to various new grant makers and partners
- Identify target institutions, foundations, trusts, consortia, and companies that align with Bounce Back's mission and values maintaining a relationship map and identifying key priority areas
- Provide funding advice to the Senior Leadership Team on potential sources of external funding which will contribute to the design and delivery of services
- Maintain an up to date pipeline of new business development opportunities from lead generation to conversion
- Support the Head of Training with securing new prison and probation contracts
- Support the Head of Engagement & Community Delivery with diversifying income streams

#### **Tender, bids and grant management**

- Be the main point of contact for a growing portfolio of Trusts and Foundations maintaining and developing these partnerships through regular engagement
- Oversee the effective administration process required to ensure accurate data capturing that allows for the extensive measurement and reporting of our work
- Provide quality assurance on grants, tenders and bids ensuring all requirements are met
- Produce regular reports on the performance and progress of fundraising against agreed targets and objectives
- Carry out financial forecasting to support budget planning and the delivery on strategic plans
- Work closely with Bounce Back Heads of service to support the retendering and grant renewal processes
- Work closely with marketing and finance teams to ensure we have current financial and impactful collateral to support business development
- Contribute to the development of a menu of opportunities that can be marketed to new and existing partners

#### **Leadership**

- Play an active role within the Senior Leadership Team, contributing to meetings, training and wider team development
- Direct line management of the Impact & Data Officer including ongoing leadership and development
- Source and retain a bank of bid writers needed on an ad hoc basis
- Proactively participate in networking opportunities acting as an ambassador for Bounce Back

#### **Personal Specification**

##### **Knowledge and Skills**

- A proven track record in writing tenders, designing services, producing budgets, developing models
- A proven track record in securing funding from statutory - government and multilateral - donors, trusts, foundations, and corporate partners
- Extensive relationship management and business development skills with a proven track record in forming strategic and operational partnerships
- An understanding of social value, social justice, and social mobility
- Experience or a working knowledge of the criminal justice system and working with marginalised groups
- Experience using a variety of systems to monitor and evaluate programmes
- Project management experience; managing multiple projects with a variety of contractual obligations
- Able to collate, input, analyse, and report upon complex data in an accurate and timely manner
- Excellent written and verbal communication skills
- Strong IT skills, including proven experience of using and maintaining a database

##### **Personal Qualities**

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- Committed to Bounce Back's belief that everyone has the ability to change and deserves an opportunity to do so
- A passionate and proactive people-person with the ability to build effective relationships with people at all levels
- A charismatic leader instilling a "can do attitude" with their teams
- A solution-focussed problem solver with a creative instinct and the ability to make "on the spot" decisions
- A highly organised individual driven by the quality of results and the ability to manage multiple tasks