**Business Development Assistant**

**Position:** Business Development Assistant within the Business Development and Marketing Department

**Location:** Remote working initially, moving to office work in Bath

Role details:

Citizens Advice BANES is an independent local charity providing free, confidential information and advice in a number of locations across Bath and NE Somerset, and campaigns for change on issues affecting our clients. Our workforce is made up of paid staff and volunteers and we deliver advice and information services to over 8000 individuals each year.

We are seeking to appoint a Business Development Assistant who will be responsible for managing our grant tracker and funding channels in line with our business objectives, identifying prospective targets and generating leads, and writing and submitting bids for funding to trusts and foundations. The successful candidate will also liaise with corporate stakeholders to win funding and conduct fundraising campaigns to generate regular donations.

The successful candidate will help with the delivery of online and offline events and take part in fundraising activities. Duties will also include conducting research campaigns and audits, delivering reports, and liaising with internal and external stakeholders in the delivery of tasks. The appointed Business Development Assistant collaborate with the Marketing Assistant in the delivery of campaigns and will be expected to show understanding and compassion for how others work.

Salary: National Minimum Wage dependent on age banding from April 21. £4.62 for 17year olds rising to £6.56 from 18-20year olds and £8.36 for 21+

Hours: 25/week

Type of contract: Temporary 6month contract with the option of a permanent position for the right candidate.