



Part of the Co-op Midcounties family

“We give back to communities and give members a voice that enables their children access to high quality education, inspirational teachers and imaginative learning environments that’s a perfect fit for every individual.”

**Role Title:** Business Development Co-ordinator

**Department:** Childcare

### About the role

As Business development co-ordinator, you will work and report directly to the Business Development Manager and you will specialise in managing projects from initiation to completion, co-ordinating the successful delivery of the Childcare Groups business development agenda, refresh, rebrand, refurbishment and maintenance programmes alongside managing supplier relationships. You will provide oversight of administrative and operational functions in order to achieve project sustainability and success in accordance with defined targets, strategies and goals.

Your primary focus will be coordinating the day-to-day tasks associated to the disciplined opening and integration project plans for all new nurseries, leading on initiatives and supporting the Business Development Manager to successfully manage the day-to-day coordination of the rebrand, refurbishment and property maintenance programmes in line with the Childcare Group strategy.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Society

### What you'll be doing

- Ensure a joined-up approach with other departments across the childcare group and the society to support us to collectively achieve our goals
- Lead on the implementation of innovative and comprehensive business development plans, giving greater accessibility to our distinct service to more families and supporting our purpose of making our national brand go more local – landing the right nursery, in the right place and in the right communities
- Coordinate the intricate operations that are childcare specific during the on-boarding of all nursery acquisitions relating to regulatory obligations and people development to aid a successful transition into the Society
- Liaise where appropriate with developers and contractors to communicate and instruct on project requirements and scope – sometimes collaborating with internal and external project stakeholders to ensure appropriate input and outputs are aligned to projects
- Design and control project plans and proposals, timeframes, schedule and budget

- Manage, control and co-ordinate the opening and integration schedules, monitor and track progress, handling any issues where possible as they arise
- Collaborate with Managers and REQLs to execute the agreed-upon resource plans and budget allocations
- Organise and facilitate meetings and taking minutes/actions
- Coordinate other members of the wider project team (chase outstanding requests, and MS Project updates from key stakeholders)
- Ensure strong communication of processes and project outputs to all stakeholders
- Support where needed to drive the production and submission of all Childcare Group capital requests in conjunction with growth and property documentation relating to capital and large revenue requirements
- Co-ordinate and execute Property Maintenance programmes where appropriate to keep the Childcare Groups assets in a good state of repair, maintaining high brand standards and reducing ongoing maintenance costs year on year
- Be responsible for the day to day management of suppliers. Be the everyday point of contact for nurseries for all supplier queries and escalated supplier issues. Including suppliers of consumables, leased equipment and property contractors
- Escalate supplier problem trends to the business development manager and relevant teams including the procurement and property teams
- Liaise with the finance team to resolve any issues relating to supplier payments
- Ensure any new sites or acquisitions are set up with accounts for all key suppliers
- Communicate any changes in suppliers or ordering processes to nurseries
- Adhere to all regulatory requirements within area of responsibility, understand your regulatory obligations and responsibility for implementation of commercial and business practices and that the administration is correctly complied with
- Actively supporting our Regional Community strategy through personal involvement
- Create an environment where everyone plays as a team, can achieve their full potential, are ambassadors of the Little Pioneers culture and values and thrives on feedback
- Be a role model for exceptionally high standards, never cutting corners
- Keep confidential all trading and other sensitive information both within and outside of work

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Society policies and procedures.

### About You

- Previous working experience as a co-ordinator or administration manager is preferable, not essential
- Excellent organisational, multi-tasking and time-management skills
- Outstanding communication and interpersonal skills
- Commercially aware
- Good IT skills – Word, Excel and Power point. Experience of using technology and data to support performance improvement
- Strong knowledge of written and digital management tools
- Excellent analytical, decision making and proactive problem-solving skills
- Attention to details
- A full, clean UK driving licence and access to a vehicle for work-related travel

**Behaviours:**

- You will be an excellent communicator
- Ability to reflect on, positively respond and improve
- Ability to work under pressure, manage your time effectively and work on your own initiative
- Self-motivated, ambitious and determined
- Passion for providing outstanding service and building strong relationships
- Ability to negotiate effectively and maintain integrity of values
- Good awareness of the importance of encouraging diversity
- A passion for social responsibility and environmental awareness
- Commitment to supporting the local communities
- Be a promoter of co-operative values both internally and externally and promote co-operative difference to members, customers and colleagues
- Gain commitment through encouraging society membership
- Build relationships with other co-operative societies

**Scope:**

- Reports to: Business Development Manager
- Budgetary responsibility: None

**Contacts:****Internal contacts:**

- Coo
- Society overall –Trading groups and Support Functions
- Senior Childcare and Operational teams
- Nursery Teams

**External contacts:**

- Strategic partnerships / Business relationships
- Contractors
- Suppliers
- Sector Organisations / Networks / Peers
- Customers
- Members

**Safeguarding:**

- Co-op Childcare is committed to safeguarding the welfare of all children and expects all colleagues and volunteers to share this commitment. Safer recruitment training has been carried out and successful applicants will be required to provide evidence of their right to work in the UK and complete a health and suitability declaration along with criminal records checks, overseas criminal records checks (where appropriate), background checks and 2 satisfactory references before starting work with us. We require all colleagues to join the DBS update service and monitor ongoing suitability through DBS status checks, suitability declarations and colleague reviews