

A group of diverse people, including a woman in a wheelchair, standing in front of a stone building. The group consists of several individuals of various ages and ethnicities. One woman in the foreground is seated in a wheelchair, wearing a patterned top and patterned pants. Another woman stands next to her, wearing a floral dress and a white jacket. Other people are standing behind them, some wearing white shirts. The background is a stone wall.

The Advonet Group

Providing Independent Advocacy

Head of Business Development

Recruitment Pack

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Welcome

Angela Ellis, CEO

Dear potential applicant,

Thank you for taking an interest in The Advonet Group and for considering joining us. Every day, our teams support people who may find it hard to be heard or to get the help they need. This work matters. It can be challenging, but it is also rewarding. It makes a real difference to people's lives.

I am proud of the care, kindness and skill our staff bring to their roles. We work together, we learn from each other, and we do our best to provide a high-quality service. We also support colleagues to work in ways that help them do their best work, while making sure that the needs of the people who rely on us always come first.

Advonet is at an important point in its development. We are a strong and trusted organisation, and we are thinking carefully about our long-term sustainability, how we grow our income, and how we make sure we are focusing our energy on the right opportunities.

This Head of Business Development role is central to that. It is a senior leadership role with responsibility for increasing and diversifying our income, strengthening partnerships, and helping us focus our energy on the opportunities that will have the greatest impact.

We are looking for someone who is confident working at this level — someone who can bring clarity, sound judgement and a focus on delivery. This includes deciding where we invest our time, leading major bids and opportunities, and ensuring that income generation is approached in a way that is both ambitious and sustainable.

The role is not about doing everything directly. It is about setting direction, holding priorities, and making sure the organisation is focused on the right things and working together to deliver them.

You will be joining a committed and capable Senior Leadership Team, and working closely with me to shape the next phase of Advonet's development.

Whether you have worked in the voluntary sector or have gained your experience elsewhere, you will be welcomed into a team that values you and expects you to contribute at a senior level.

I hope this pack gives you a clear sense of the role and what it is like to work here. I also hope you will consider bringing your experience, ideas and drive to Advonet at this important time.

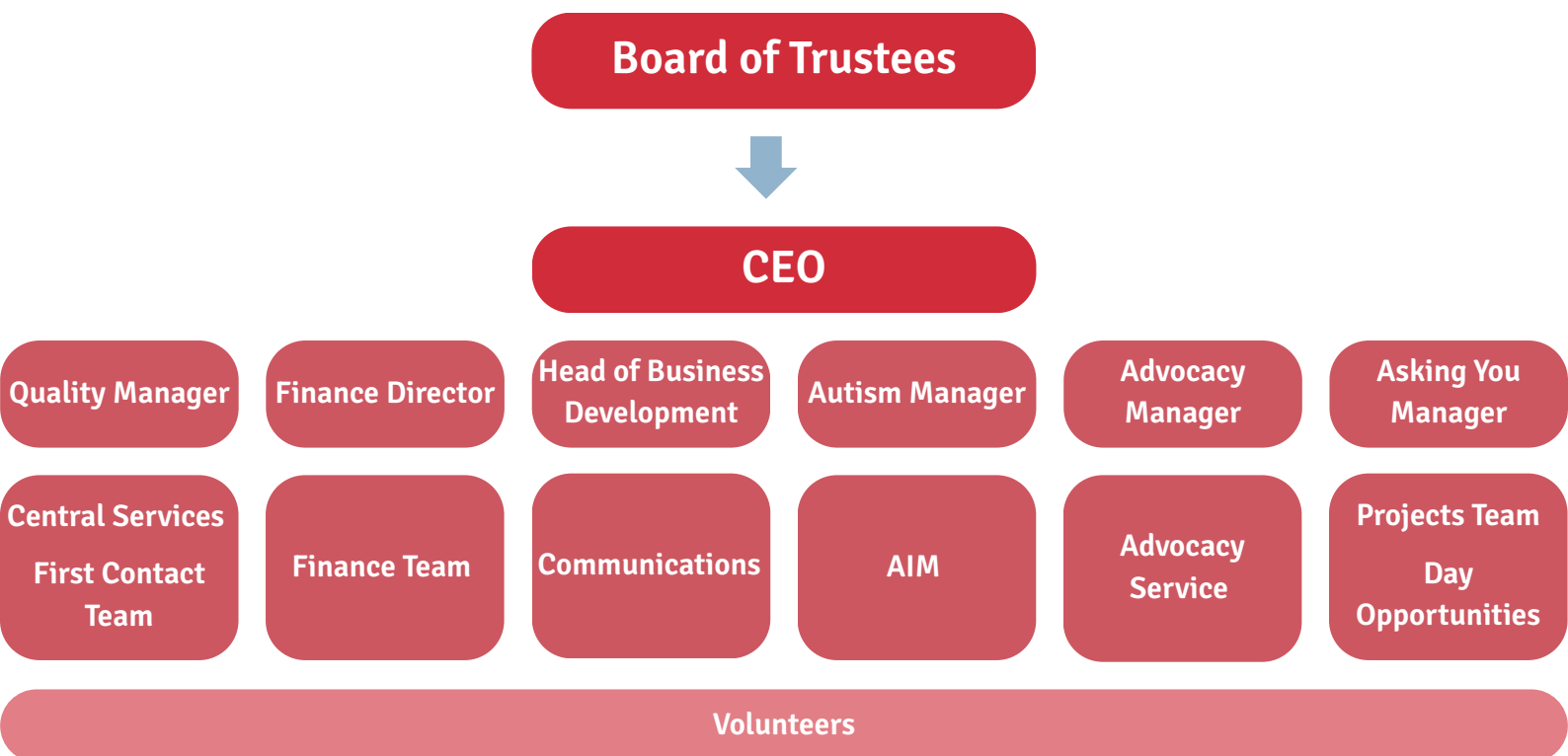
Thank you again for your interest in joining The Advonet Group,



Angela Ellis
Chief Executive Officer
The Advonet Group



Our Organisational Structure





About Advonet

Learn about our work

Established in 2001, The Advonet Group is an independent advocacy charity based in Leeds. It is comprised of statutory and non-statutory advocacy services and specialist inclusion services - Asking You and Autism AIM. All of our services support individuals to have their voices heard and their rights upheld.

We are united in our commitment to uphold the nationally recognised advocacy principles and have a diverse staff team working within the organisation. We are a Disability Confident and Mindful Employer. In addition, we also have accreditation with Investors in People and Volunteers, and have achieved the Advocacy Quality Performance Mark.

Advonet values and respects the diversity of backgrounds, experiences and knowledge that staff, volunteers and job applicants bring.

All staff undertake mandatory training on Equality and Diversity, and LGBTQ+ Awareness to increase awareness and understanding of discrimination both within and outside of the workplace, with a view to reduce the impact this has on our colleagues and the wider community.

This creates a workplace where staff feel comfortable to be themselves and empowers them, and our service users, to use their unique experiences to inform their work.



“My experience of Advonet has always been that it treats its employees with respect, fairness, and flexibility. Colleagues are considerate of one another, and I find the workplace inclusive and supportive”.

Staff Survey - June 2025

Our Values

What Advonet believes in

At Advonet, our values are more than words on a page – they shape how we work, how we support people, and how we treat each other.

They reflect what matters most to our staff and the communities we serve. They guide us in delivering services and projects that are inclusive, empowering, and accountable.



We are Kind: We treat ourselves and clients with patience, compassion and respect, understanding that every journey is unique.



We are Inclusive: We remove barriers to make sure everyone, regardless of background or access need, feels included.



We are Accountable: We do what we say we will with both clients and our colleagues. When we can't, we're open and honest, and work hard to find other solutions.



We celebrate Diversity: We embrace difference in all forms, striving for a workforce that reflects the people we represent and the communities we work with.



We are Empowering: We fight people's corner, ensuring their voices are at the forefront in decisions being made about them.





About the Role

Key information

Location: Your base will be the Advonet office at The Unity Business Centre. We offer flexible working, including home and off-site working, where this suits service needs. As a senior leadership role, this post requires a regular presence in the office and at key meetings, alongside flexibility to work remotely as appropriate.

Accountable to: Chief Executive Officer

Hours of work: 30 hours per week. We are open to discussing between 3–5 days per week for the right candidate.

Contract: Permanent

Actual salary: £34,000 per annum (based on 30 hours per week).

Role Purpose: The Head of Business Development is responsible for increasing and diversifying Advonet's income and supporting the organisation's long-term sustainability.

The role leads business development activity across the organisation, including funding bids, partnerships and new opportunities. It also provides strategic oversight of communications, ensuring that Advonet's work and impact are clearly and consistently presented.

The postholder is a member of the Senior Leadership Team and plays an important role in shaping organisational priorities and decision-making.



Key Responsibilities

What the role involves

This role plays a critical part in strengthening Advonet's long-term viability by ensuring income generation is clear, focused and aligned with organisational priorities. It provides leadership for income development, supports partnership working, and ensures the organisation is well positioned to respond to opportunities.



Main Duties and Responsibilities

Business Development, Income Generation and Growth

- Lead Advonet's approach to increasing and diversifying income.
- Own and manage the organisation's income pipeline, including identifying and prioritising opportunities.
- Lead the development of funding applications, bids and tenders, ensuring high quality and timely submission.
- Work with the CEO, Finance Director and SLT to assess opportunities, including strategic fit, affordability and risk.
- Lead major funding opportunities, including tenders and significant bids.
- Support the development of income from a range of sources, including grants, contracts, partnerships and training.
- Develop and maintain a clear business development plan that supports Advonet's strategic priorities and long-term sustainability.

Leadership and Organisational Contribution

- Contribute as a member of the Senior Leadership Team, helping shape organisational direction and priorities.
- Work with colleagues across the organisation to ensure income generation is a shared responsibility.
- Provide clarity, focus and challenge to support effective decision-making.
- Support and enable colleagues to contribute to bids, reporting and income activity.
- Provide strategic oversight of communications.
- Line-manage the Communications Officer.
- Ensure Advonet's work, impact and values are clearly communicated.
 - Align communications with income generation and organisational priorities.



Partnerships and External Relationships

- Build and maintain strong relationships with partners and stakeholders.
- Identify opportunities for collaboration and joint working.
- Represent Advonet externally where appropriate.



Person Specification

Key information

Candidates will be assessed on their ability to meet the criteria below, which reflect the responsibilities outlined in the job description and the values of The Advonet Group.

We recognise that people bring different strengths, experiences and career paths and welcome applications from candidates with relevant experience gained across different sectors and settings.

Experience

Essential

- Senior-level experience of business development, income generation or organisational growth.
- Experience of writing or leading funding bids, tenders or proposals.
- Experience of developing and managing income pipelines or opportunities.
- Experience of working collaboratively with senior colleagues.
- Experience of building and maintaining partnerships.
- Experience of influencing or leading others to achieve shared outcomes.
- Experience of identifying and developing new business opportunities.

Desirable

- Experience of working with multiple income streams.
- Experience of partnership or consortium bids.
- Experience of working in or alongside the voluntary sector.

Qualifications

Desirable

- Relevant training or learning in fundraising, business development or communications.





Knowledge

Essential

- Understanding of how business development contributes to organisational sustainability and growth.
- Awareness of how funding and income activity aligns with organisational priorities.
- Understanding of the role of communication in supporting income and partnerships.

Desirable

- Awareness of the voluntary and community sector (VCSE).
- Knowledge of funding environments (eg trusts, contracts).

Skills

Essential

- Strong written communication skills, particularly for bids and proposals.
- Ability to prioritise and make decisions about opportunities.
- Ability to build effective relationships.
- Ability to lead and influence across teams.
- Strong organisational skills and ability to manage multiple strands of work.
- Ability to think strategically and deliver outcomes.
- Ability to identify opportunities and translate them into practical action.

Desirable

- Facilitation or project coordination skills.
- Ability to support others to contribute to income activity.

Attitudes and Disposition

Essential

- Commitment to equality, diversity, inclusive working practices and accessibility.
- Confidence to take ownership and operate at a senior level.
- Willingness to challenge constructively where needed.
- Flexible, solution-focused approach to work.
- Alignment with Advonet's **core values** and ways of working.

Benefits

The perks of working for Advonet

We want people to thrive at Advonet; we believe you do your best work when you feel your best. As such, our team comes first, and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work.

As part of our staff team, the following benefits are available:

- Generous annual leave allowance: up to 31 days annual leave, plus Bank Holidays
- Access to a cashback health plan and Employee Support scheme
- Free parking near the city centre
- Flexible and remote working – We recognise that people work best when they can balance their professional and personal responsibilities. We offer flexibility wherever possible, while maintaining our commitment to putting the needs of the people we support at the centre of what we do.
- Welcoming, inclusive and supportive environment
- Generous pension percentage





How to Apply

Sending your application to us

We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal lived experience, and we particularly encourage applications from people from racialised and minority backgrounds, and men, who are currently underrepresented in The Advonet Group.

To apply, please send us a covering letter (max 500 words) that tells us how you meet the role requirements, using the job description and person specification as a guide, and why you think you'd be a good fit for Advonet. Please also include a current CV and complete the diversity monitoring form.

We won't be able to consider applications that don't include all of the above. We're also not looking to work with recruitment agencies on this role.

All equality monitoring data is kept separate from the main application process.

The deadline for applications is **Monday 17th August at 12 Noon**.

You will hear back from us by 21st August to notify you if you have been shortlisted or not. If you are shortlisted, your interview, meeting with the Senior Leadership Team and presentation will take place on **Monday 14th September** at our offices in Leeds. You must be available on this date.

If you would like to discuss the recruitment process or need any reasonable adjustments to support your application with us, please do contact us by emailing **jobs@advonet.org.uk**.

Please email your cover letter, CV and confirm you have completed the monitoring form to **jobs@advonet.org.uk**.

Here is the link to the monitoring form: **[Equal Opportunities Monitoring Form](#)**

Contact Us

How to get in touch with Advonet

If you have any questions about the role itself, please contact Angela Ellis, Chief Executive by email at Angela.Ellis@advonet.org.uk, who is supporting this process.

Our contact details

Address: Unity Business Centre, 26 Roundhay Road, Leeds LS7 1AB

Website: advonet.org.uk

Email address: office@advonet.org.uk or angela.ellis@advonet.org.uk

Phone number: Tel: 0113 244 0606 / Text: Angela on 07841 104473

Social media: @advonetuk on Facebook, Instagram and Bluesky;
The Advonet Group on YouTube and LinkedIn



Thank you!



The
Advonet
Group



Advocacy: Help to make your voice heard

We are a free, independent and confidential
advocacy service that can help you to:



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