



# BUSINESS DEVELOPMENT MANAGER

Collaboration | Empowerment | Innovation | Integrity | Passion

**CHANGEW<sup>ORKS.</sup>**



Collaboration,  
empowerment,  
innovation, integrity  
and passion are the  
values which shape  
our behaviours  
and actions.



Dear Candidate,

I'm Roddy Hamilton, Head of Business Development at Changeworks. We're growing our Business Development function and are looking for talented people who want to join us to help scale our energy efficiency, decarbonisation and fuel poverty alleviation work.

## **\*\*Why now—why Changeworks\*\***

Changeworks' mission is to make low-carbon living a positive reality for everyone and to help decarbonise Scotland's homes to tackle the climate emergency and ensure a just transition to net zero. For almost 40 years we've delivered tangible change through largescale retrofit projects, expert energy advice, and community engagement—working hand in hand with experienced delivery teams and strategic partners who know how to make progress on the ground.

Over our last strategic plan, 2022-25, we supported over 200,000 households, providing invaluable energy advice, fuel poverty support and installing energy efficiency measures in homes. During this time, we also saved 996,677 tonnes of carbon through our services, including Warmworks. Our 2025-30 strategy is ambitious seeks to scale our impact to help even more households, building on these strong foundations.

That means you'll be joining a mission-driven organisation with a proven track record and the capability to deliver at pace.

## **\*\*Building from a strong position\*\***

We've reviewed and refreshed how we do business development so we can seize the right opportunities, forge long-term partnerships, and maximise our impact. We are building a team that has a clear mandate: scanning the market, shaping propositions, and partnering across the organisation to bring in work that accelerates decarbonisation and ends fuel poverty. You'll have the headroom, clarity and support to do your best work and make a real difference.

## **\*\*The opportunities\*\***

We're recruiting for several roles at different levels across Business Development. Depending on the role, you will:

- Identify and qualify opportunities across public, charitable and commercial routes to market.
- Lead and coordinate compelling tenders and bids—drawing on the expertise of our delivery colleagues.
- Build and nurture productive relationships with partners, funders and customers to develop the services of the future.
- Turn insight into winning proposals that align to Changeworks' mission and our delivery strengths.

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- Empower colleagues to evolve their business development skills and practises through sharing your experience and skills.

## **\*\*About you\*\***

You're confident developing ideas into well-rounded propositions with experience of income generation and preparing winning proposals and tender submissions. You bring credibility with internal and external stakeholders, and you're at your best when collaborating across multidisciplinary teams to land high-quality submissions. You're motivated by outcomes for people and places—and you want your work to matter. You will bring your experience of business development and leverage it to accelerate and scale our impact.

## **\*\*What you'll get\*\***

- A meaningful mission with visible impact—your success brings in work that reduces emissions and helps households.
- A supportive culture with genuine flexibility, underpinned by policies that enable different ways of working.
- Employer pension contributions and incremental salary progression.
- Colleagues who are experts in delivery and a collaborative approach to enable you to turn opportunities into results.

If this sounds like your next step, we'd love to hear from you. Apply today and help us build what's next—for our team, our partners, and the communities we serve.

With thanks,

Roddy Hamilton

Head of Business Development

Changeworks

## The application process

<b>Application deadline</b>	11am, Friday 13 February 2026
<b>Interview date</b>	Week commencing 23 February 2026
<b>Interview location</b>	First interviews to be held online, via Microsoft Teams. Second interviews to be held in person at our Edinburgh office.
<b>Interview format and length</b>	1-hour formal interview

## Contact details

<b>General enquiries about this job</b>	Reception 0131 555 4010
<b>For an informal discussion about this job</b>	Contact Roddy Hamilton at <a href="mailto:rhamilton@changeworks.org.uk">rhamilton@changeworks.org.uk</a>

## Job Description

<b>Job title</b>	Business Development Manager
<b>Job reference</b>	BDM
<b>Salary and grade</b>	B4 point 41 to 44 (£48,183 - £51,836 per annum) +8% employer pension contribution. <b>Successful candidates will start at the bottom of the salary scale, save in exceptional circumstances.</b>
<b>Location of job</b>	Edinburgh (hybrid of home and office working).
<b>Hours and terms</b>	35 hours per week. Full time, permanent.
<b>Holiday terms</b>	26 days annual leave plus 9 public holidays per annum.

## General terms and conditions

- You will need to undergo a Disclosure Scotland check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Changeworks reserves the right to terminate employment with or without notice.
- All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers.

## Responsible to

Head of Business Development

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Responsible for

Business Development Lead

<p><b>Purpose of the job</b></p>	<p>To support Changeworks senior managers and delivery teams on the identification, development and securing of new business and funding opportunities that accelerate the decarbonisation of homes across Scotland, in line with Changeworks' strategic priorities and operational plans.</p> <p>To secure organisational income funding, the role combines strategic business development and bid management expertise with an understanding of the delivery and policy context for the decarbonisation of homes and fuel poverty. To work across sectors to secure funding and partnerships that enable Changeworks to deliver impactful, high-quality projects aligned with our strategy.</p> <p>Typically leading on larger more complex or novel opportunities that are worth above £1M in value. Lead and manage strategic income focused partnerships.</p>
<p><b>Main objectives and goals</b></p>	<ol style="list-style-type: none"> <li>1. Work with the Business Development Team and senior managers to deliver Changeworks' Business Development Strategy, leading on priority areas focused on decarbonising homes and alleviating fuel poverty</li> <li>2. Lead the development, writing and submission of compelling tenders and funding bids that are commercially sound, informed and aligned with Changeworks' strategic priorities.</li> <li>3. Identify, shape and secure new funding and partnership opportunities that enable innovation and long-term growth across Changeworks' programmes</li> <li>4. Business development and nurturing of meaningful, external relationships with funders and partners</li> <li>5. Act as a high profile, successful advocate for Changeworks and its key strengths, enhancing the Changeworks brand and position in the target market place</li> <li>6. Working closely with the Head of Business Development to ensure effective business partnering with Changeworks delivery teams and support the management and development of the organisations processes,</li> <li>7. Work collaboratively across Changeworks to embed good business development practice and manage staff effectively to achieve high-quality outcomes</li> </ol>

**1. Work with the Business Development Team and senior managers to deliver Changeworks' Business Development Strategy, leading on priority areas focused on decarbonising homes.**

- Lead business development activity that supports the growth of Changeworks' work
- Work with the Head of departments and delivery teams to assist with the growth and diversity of the organisation to agree funding objectives and income targets for new

projects and areas of work in line with strategic objectives

- Provide market and policy intelligence to inform decision-making and organisational positioning in the fast-changing decarbonisation landscape
- Promote our mission, vision and positive impact to develop and maintain key partnerships, helping to build a strong sector reputation for quality, innovation and impact.
- Balance the need to think commercially and drive value with a focus on the need to act appropriately and responsibly as part of a values-driven social enterprise
- Take an active role in working with all departments across Changeworks to keep clear lines of communication open. Promote information sharing and communication as good and best practice.

## **2. Lead the development, writing and submission of compelling tenders and funding bids that are commercially sound, technically informed and aligned with Changeworks' strategic priorities.**

- Manage the full lifecycle of competitive tenders and grant submissions, ensuring bids are compliant, high quality and targeted.
- Coordinate contributions from delivery and finance teams to ensure proposals reflect accurate costs, achievable outputs and credible delivery models.
- Oversee internal governance processes to develop organisational consistency and quality in tender submission. Capture learning from bid outcomes and feedback to inform continuous improvement and future success as part of ongoing capacity building.
- Lead an entrepreneurial spirit within Changeworks, generating enthusiasm and engagement for prospective opportunities whilst retaining a focus on the core business of the organisation and its culture

## **3. Identify and secure new funding and partnership opportunities that enable innovation and long-term growth across Changeworks' programmes**

- Research and track upcoming tenders, grants and partnership opportunities
- Support development of early-stage concepts, expressions of interest and partnership propositions that translate strategic vision and ambition into deliverable Changeworks services, both current and emerging.
- Provide market intelligence and feedback to internal stakeholders to shape improvements in existing service delivery and support the development of new services and areas of work.
- Promote Changeworks' expertise and share knowledge through active participation in networking events, conferences and forums across the housing and energy sectors.
- Build long-term relationships with new and existing clients
- Support the development and delivery of joint opportunities with internal teams and external partners, including collaborative bids and initiatives focused on retrofit, low-carbon housing, fuel poverty and area-based delivery.

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## **4. Business development and nurturing of meaningful, external relationships with funders and partners**

- To develop and nurture relationships across Scotland with organisations and funders to promote, enhance and develop Changeworks profile and its services
- To generate income to support development of Changeworks services and funding for ongoing delivery
- Actively participate in Changeworks relationship building with both funders and with commercial organisations to promote and explore the development of Changeworks
- Actively participate in, and where appropriate represent and lead, Changeworks relationship with partners

## **5. Act as a high profile, successful advocate for Changeworks and its key strengths, enhancing the Changeworks brand and position in the target market place**

- Lead, develop and maintain productive relationships with local authorities, housing providers, funders, energy suppliers, contractors, sector professionals and policy makers.
- Cultivate relationships and strategic partnerships to generate income for Changeworks
- Represent Changeworks confidently in discussions with senior stakeholders across sectors
- Promote Changeworks' reputation as a trusted, technically credible and values-led partner in the decarbonisation of homes and alleviation of fuel poverty.
- Work with communications colleagues to ensure the Changeworks brand and key messaging are successfully developed as a values-driven, customer-focused proposition with unique strengths and potential.

## **6. Working closely with the Head of Business Development to ensure effective business partnering with Changeworks delivery teams and oversee the management and development of the organisations Business Development processes**

- Develop a detailed understanding of Changeworks strategic objectives
- Work closely with Head of Business Development and Senior Managers to identify opportunities for income generation across the organisation
- Support and act as a champion for growing Changeworks services and raising profile in the target market place
- Ownership of the development and continuous improvement of internal tools and processes to improve business development approaches
- Deputise for Head of Business development as needed

## **7. Work collaboratively across Changeworks to embed good business development practice and manage staff effectively to achieve high-quality outcomes.**

- Work proactively as a business partner with team managers across Changeworks, maintaining regular communication, reviewing priorities, and aligning new ideas and opportunities with delivery plans.

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- Support peers to strengthen income-generation activity by sharing knowledge, coordinating learning sessions, and building confidence in bid and proposal development processes.
- Undertaking industry and funding research and sharing findings with others.
- Provide direction and line manage staff in line with Changeworks values, policies and procedures
- Ensure staff reports have adequate management supervision and regular meetings to discuss their work and development.
- Play a full role as a member of the Business Development Team and Directorates in support of colleagues

## Manager Requirements

The post holder must be able to:

- Effectively manage and motivate staff to work cohesively and achieve high-quality outcomes.
- Understand the importance of successful implementation of Changeworks' strategic and operational plans.
- Through example, set a positive, honest and accountable working environment that reflects Changeworks' values.
- Empower and support staff to achieve their potential within their roles.
- Encourage excellent communication within the team and across Changeworks and external partners.
- Provide regular, constructive feedback and ensure staff receive appropriate supervision and development discussions.
- Support resource planning and recruitment within the Business Development Team.
- Actively contribute to a culture of collaboration, learning and shared achievement.

## Staff Expectations of Management Experience

The post holder should expect and be open to

- Effective leadership
- A positive, honest and enthusiastic working environment
- Being empowered to effectively achieve objectives and goals within your role
- To be treated fairly and with respect
- Regular and appropriate feedback through 1-2-1 meetings and annual appraisal and associated processes.
- Having the opportunity to feedback to manager regularly and through the annual 360 process
- Adhering to all appropriate Changeworks policies to ensure consistency and fairness and health and safety of you and your colleagues

## Complexity

The post holder must be able to:

- Instil Changeworks values within your role and team
- Demonstrate flexibility and versatility in a fast-moving, policy-driven environment.

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- Manage multiple priorities, balancing strategic and operational demands across complex funding and partnership landscapes.
- Navigate and interpret the technical, commercial and policy complexities of fuel poverty, retrofit and heat-decarbonisation programmes.
- Understand the interdependencies between local delivery, national policy and funding frameworks.
- Contribute to cross-organisational decision-making that ensures business development activity aligns with capacity and impact goals.
- Adhere and advocate the Changeworks manager values and competencies
- Demonstrate flexibility and versatility
- Meet the needs of a broad range of clients

## Creativity

### The post holder will be required to:

- Identify and shape new and innovative services or opportunities that respond to Scotland's net-zero and fuel-poverty objectives.
- Translate market drivers and trends into practical, fundable project concepts. Empower staff to develop new ideas and new ways of working
- Use initiative and problem-solving skills to secure the best possible outcomes across a range of bids and partnerships.
- Encourage creative thinking and collaboration within teams to develop competitive, evidence-based proposals.
- Stay alert to emerging technologies, funding mechanisms and partnership models that advance decarbonisation of homes.
- Produce clear, persuasive written and verbal communications that inspire confidence and engagement.
- Respond positively to other's input and challenge, seeking to create the optimal solution

## Special conditions

- Some out-of-hours, overnight stays and weekend working will be required, for which time off in lieu will be given.

## Key contacts

- Other Changeworks Directorates and teams
- Scottish Government
- Local Authority and Housing Associations
- Funding bodies
- Energy suppliers
- Businesses
- Other project stakeholders

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**Mandatory training/qualifications associated with this role which will be carried out during employment**

- None

<b>Person specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Minimum 5 years business development experience with proven expertise securing funding for projects and services	*	
Proven track record of securing income from competitive tenders and grant funding.	*	
Demonstrable experience of developing and managing long term relationships with funders and partners	*	
Demonstrable experience of leading bid development for retrofit, energy efficiency or related built-environment projects.	*	
Experience of working in or alongside the energy, construction, environment or sustainability sectors.		*
Experience of devising and developing new projects that address social and environmental impact.		*
Proven success in managing or contributing to complex multi-partner or framework bids.		*
<b>Skills</b>		
Skilled in constructing clear, persuasive and technically informed funding applications, tenders and project proposals.	*	
Skilled in creating project budgets	*	
Proven ability to meet income targets	*	
Strong analytical and decision-making skills supported by good data and evidence handling.	*	
Proficient networker with a wide range of stakeholders with the ability to represent the organisation at senior level		*
Excellent relationship building skills		*
First class organisational skills and proven ability to manage own time, including priority setting, multi-tasking and problem solving		*

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Proactive team player with ability to motivate and support colleagues and partners to contribute ideas, skills and time to new project development		*
Excellent IT skills including MS Word and Excel		*
Analytical with a good eye for detail		*
Strong decision-making skills		*
<b>Knowledge</b>		
Good and up-to-date understanding of sustainable energy, climate change and fuel-poverty issues.		*
Demonstrable knowledge of funding sources including Scottish Government, charitable trust and grant giving organisations and fundraising best practice		*
Awareness of construction management processes, including commercial frameworks, community benefits and supply-chain considerations.		*
Understanding of funding sources and procurement frameworks related to retrofit and low-carbon housing.		*
Understanding of the regulatory, technical and social factors that influence the decarbonisation of homes.		*
<b>Personal qualities and attributes</b>		
Enthusiastic and self-motivated		
Ability to work to deadlines		
Can do attitude with a positive problem solving approach		
High personal standards with a mature and responsible attitude to work		
Demonstrable alignment with Changeworks' values		

# WHO WE ARE

**Changeworks has been leading the way in delivering high impact solutions for lowcarbon living for over 35 years. We work with government, local authorities, housing associations, businesses, community groups and individuals to make it happen.**

We work for a positive low-carbon reality for everyone, ensuring a just transition for all towards a green economy and society. This will require a sustainable low-carbon society that seeks to reduce the scourge of fuel poverty. Tackling inequalities is core to this mission, as is addressing high levels of emissions among the most well off.

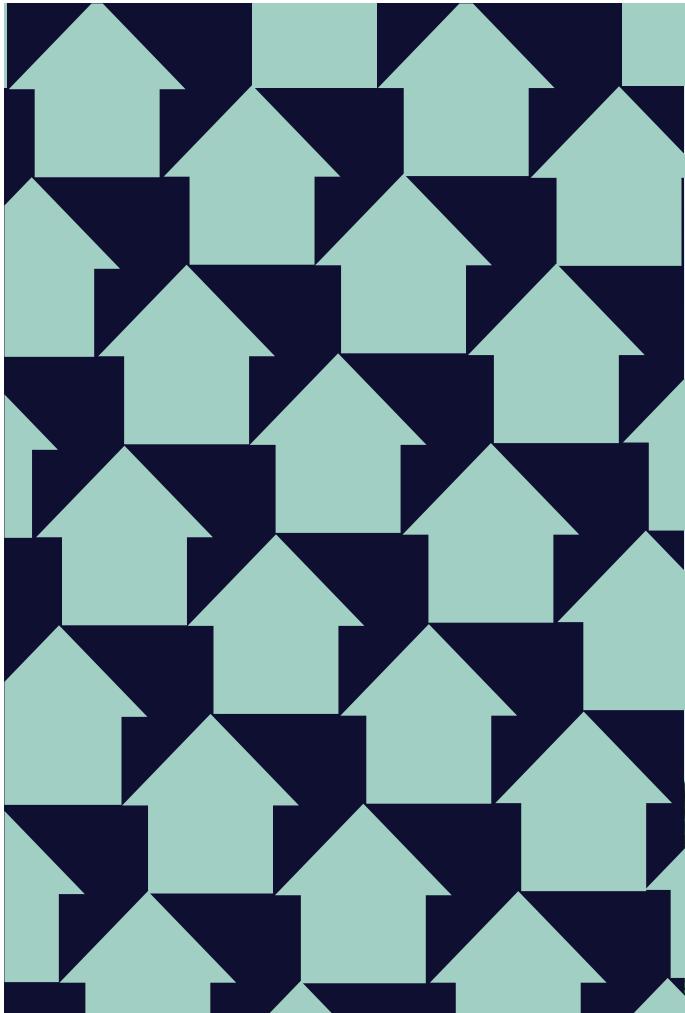
While we believe that individual actions to reduce emissions do make a difference, this action must be dramatically and radically scaled up to avert disaster in the time we have left.

Our commitment to a just transition ensures that we are developing and delivering solutions to benefit all sectors of society, including a focus on those who are suffering from fuel poverty.

We have a strong track record of:

- ▶ Working in partnership with others
- ▶ Building trust and engagement with communities to inspire action
- ▶ Researching and piloting new services
- ▶ Scaling delivery to reach more people
- ▶ Openly sharing our knowledge and expertise
- ▶ Technical and practical experience in the development and delivery of home decarbonisation

Collaboration, empowerment, innovation, integrity and passion are the values which shape our behaviours and actions.



Bruce Wares  
Marketing Manager  
**Home Energy Scotland**  
13 years at Changeworks

**“Changeworks is large enough to make a real, lasting impact on thousands of people and the communities and organisations we work with across Scotland. ”**



[Read more about Bruce](#)

# OUR PEOPLE

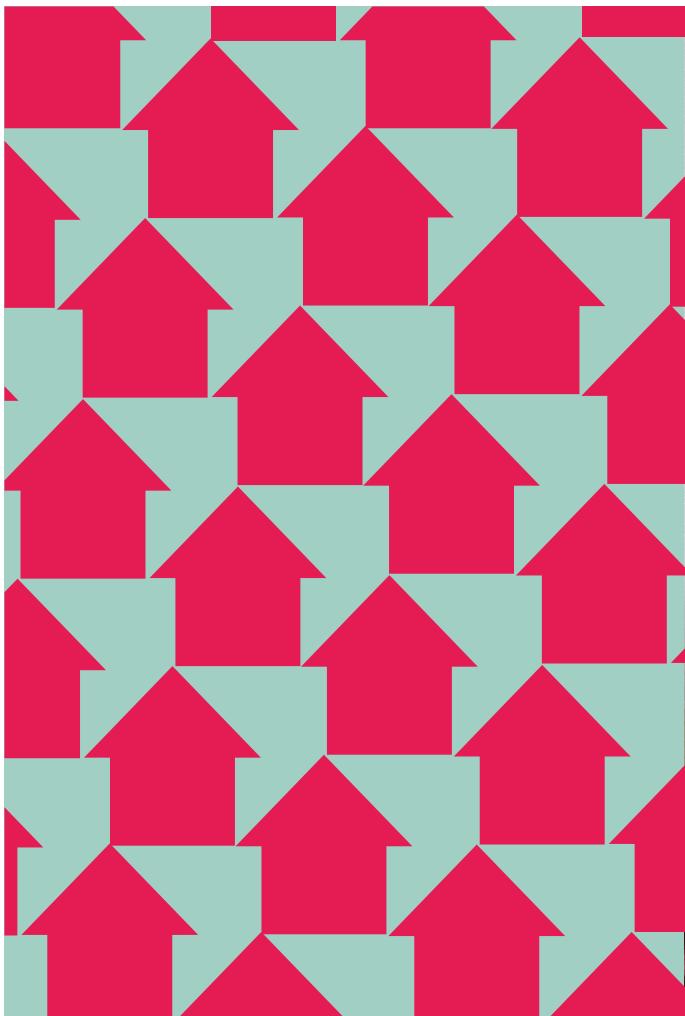
**At Changeworks, we really value our talented and diverse people. That's why we do everything we can to be a supportive and positive environment that allows them to do their very best for the people we work with. We understand the importance of work-life balance and being flexible. Hybrid working is now the norm for the majority of our staff, with strong flexible working policies to allow you to work in the way that best suits you.**

Staff wellbeing is a key priority for us, with a dedicated staff group promoting wellbeing and supporting staff across Changeworks and continually improving what we offer. The more supported and happy staff feel, the more successful we can be at achieving our mission. And in our annual staff satisfaction surveys, they tell us they feel it too – the latest survey found that nearly 86% of staff felt supported by the organisation, 89% agreed that they approve of the company culture, and 88% are proud to work for Changeworks.

We also provide good opportunities for progression and development, with a dedicated learning and development strategy to help you meet your personal goals – more on that later. Many of our staff stay at Changeworks for the long term, able to develop their careers and find new avenues for their passion and talents.

In 2021 we achieved Investors in People Platinum, the highest level of that accreditation. Only a handful of other employers in Scotland have this, and only 2% of IIP members worldwide.

[\*\*Read more\*\*](#) about working with us from our team.



Cat Gear  
Facilities Officer

5 years at Changeworks

**“At Changeworks  
you’re not a number  
on the payroll, you’re  
a real person and folk  
are interested to get  
to know you. ”**

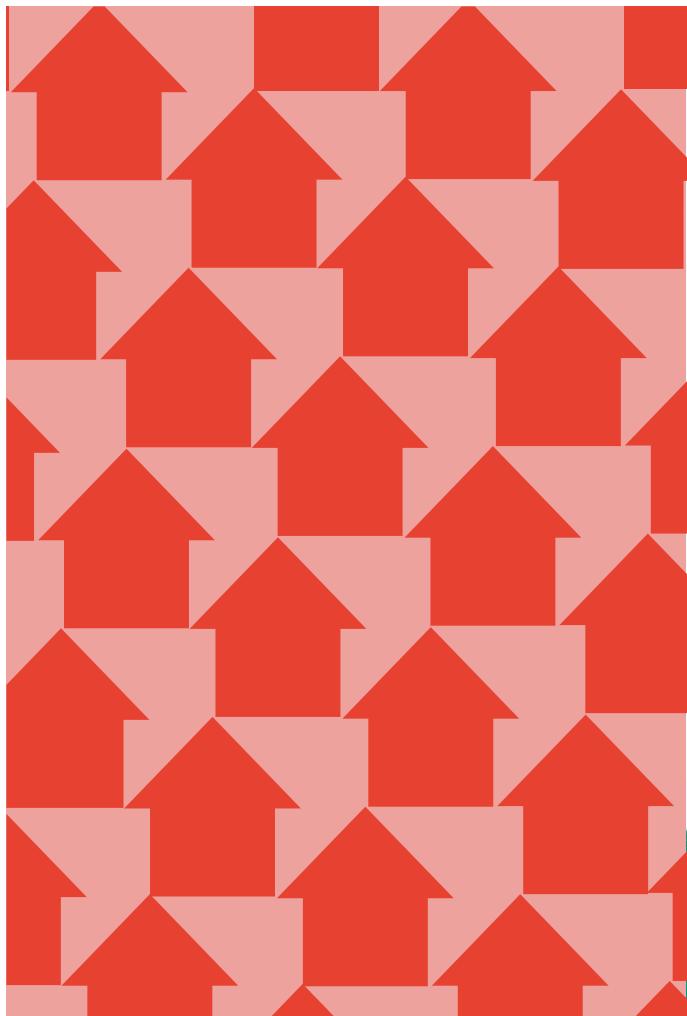


[Read more about Cat](#)

# OUR BENEFITS

Working at Changeworks isn't just about culture, it's also about a great package of benefits and policies designed to support you in being the best that you can be. These policies allow you to be flexible and do your best at work, while supporting you to manage any challenges that might come along.

<b>35</b> days leave per year (26 days plus 9 public holidays)	<b>8%</b> employer pension contribution	Volunteering days	Allowances for home office furniture
Driving licence support programme for staff who require this skill for their post	Employee counselling service	Eye care vouchers	Annual flu vaccinations
Travel season ticket loans	Paid leave for childcare emergencies	Death in service	Bike to work scheme that covers e-bikes too, up to the value of £3,000
Enhanced maternity, paternity and adoption leave pay	Shared parental leave	And even more policies to support your health and wellbeing	Find out more about why you should work for Changeworks



Joanna Long  
Senior Impact Evaluation Consultant  
2 years at Changeworks

**“ The Bike to Work scheme meant I was able to get a folding bike, which has completely transformed my journeys to and from work. I love the flexibility and freedom it gives me, and I can’t imagine life without it! ”**



[Read more about Joanna](#)

# OUR IMPACT

**When you join Changeworks, you're joining an organisation with a long track record of achieving big things.**

Through our work with individuals, households, businesses and other organisations, we prevent hundreds of thousands of tonnes of carbon from damaging our fragile planet every year.

In 2020-21, our work meant a reduction of £2.2 million in people's heating and electricity bills, and over 3,000 measures installed in homes to improve energy efficiency.

That means helping people like Sheila Charters. A Borders resident, Sheila had her heating on for around 10 hours a day because she couldn't keep the heat in her home.

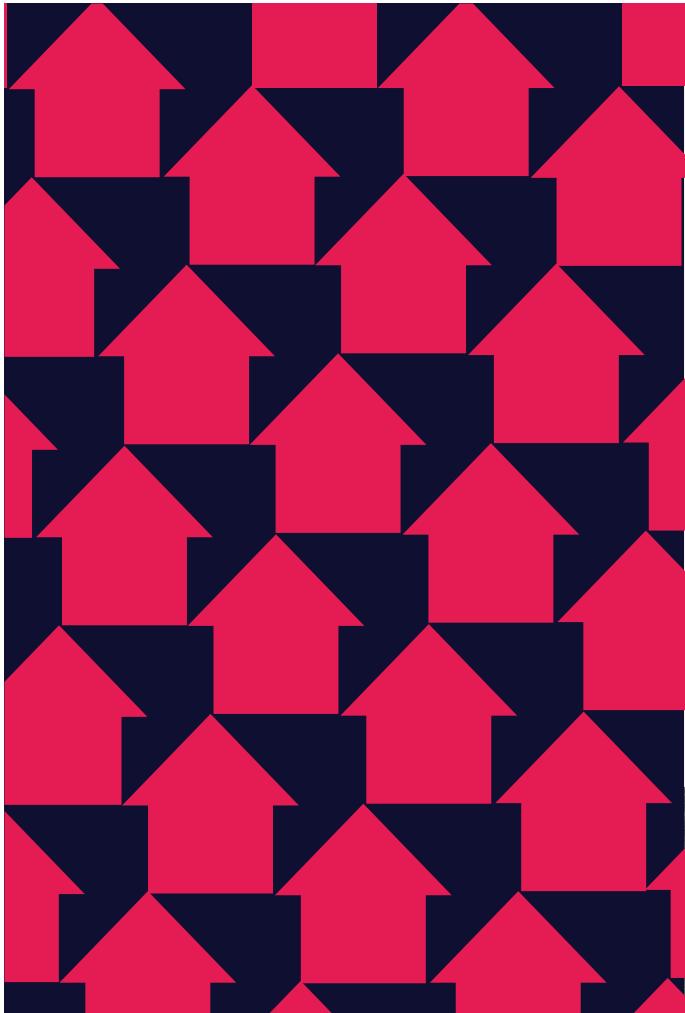
As part of delivering a Scottish Government scheme in the area, we were able to work with her to have external wall insulation installed. Not only did this refresh the outside of her home, it meant she only needed the heating on for an hour or so a day, reducing her bills and her emissions.

Our fuel poverty advice service also changes lives. Lives of people like Angus, who ended up with an estimated energy bill of over £1000. With us advocating to his supplier on his behalf and forcing an investigation, the bill was reduced to just £150.

We also worked with him to make sure he was on the best tariff and using his energy efficiently, all adding up to a saving of over £1200.

**We remove over 200,000 tonnes of lifetime carbon every year.**

Hear more about the difference we make.



Jay Scott  
ICT Support Technician  
6 years at Changeworks

**“ Changeworks offers an excellent culture along with a great work-life balance. Each day I feel empowered to help my colleagues deliver excellent project to benefit people across Scotland.**

”



[Read more about Jay](#)

# OUR GROWTH

**Here's the best news: there's never been a better time to join Changeworks.**

The climate emergency is the biggest threat to life as we know it. We need to scale up the action we're taking to avert disaster, and Changeworks is leading the way.

We have ambitious plans to grow as part of our new strategy launched in 2022. Last year we added more new staff than ever before and we aren't slowing down. Our services will continue to expand as we work to decarbonise hundreds of thousands of homes across Scotland.

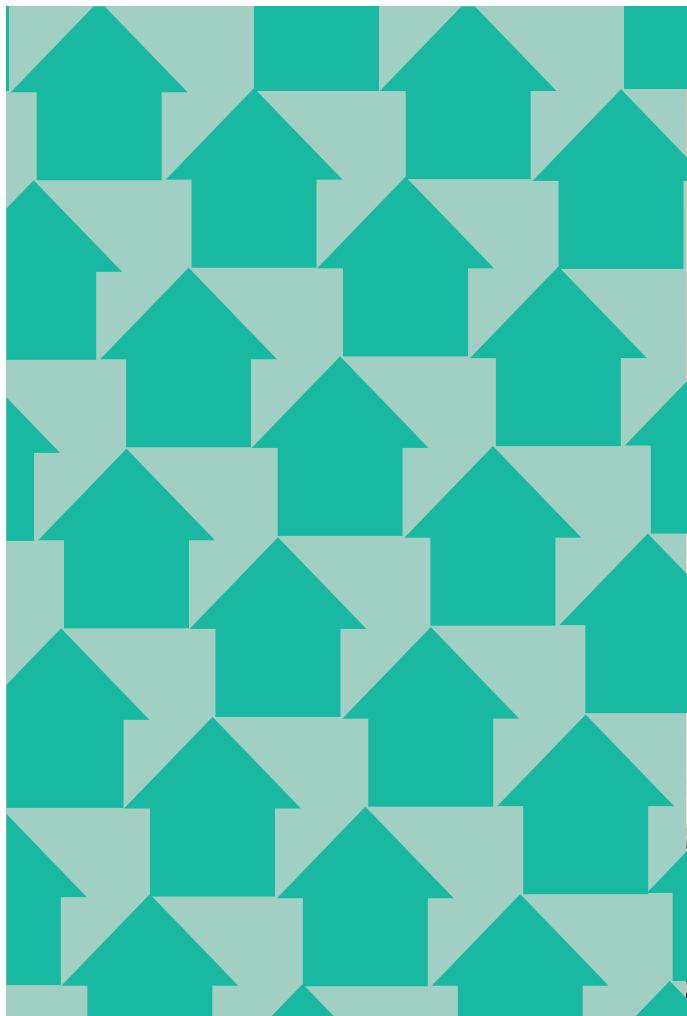
We want you to grow too. We believe passionately in learning and development for our staff, helping you to develop your skills and achieve your full potential. We invest heavily in learning and development, offering training wherever we can to upskill our people.

With partners like the Social Enterprise Academy we offer regular opportunities for training, and regular one-to-one meetings and annual appraisals offer regular chances to discuss your development.

Now more than ever, we need to expand our efforts to drive change and push towards Scotland's Net Zero targets. If you come and join us on that journey, we know it will be a rewarding one.

**Our finances and staff numbers will almost double between now and the end of our new three-year strategy.**

Hear more about the future of Changeworks.



Kehinde Moses  
Senior Advisor Energy Care

1 year at Changeworks  
& a previous volunteer

**“ Changeworks is a prestigious environmental charity... this gives me an opportunity to explore different areas to work and develop my career by working for a company helping to fight climate change. ”**



[Read more about Kehinde](#)

**Changeworks**

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Investors  
in Diversity  
Silver UK

Until  
April  
2027



**INVESTORS IN PEOPLE™**  
We invest in people Platinum

