



Role Specification

Position	Business Development Coordinator (Associate)
Reports to	Business Development Director
Contract	Associate Agreement
Hours	4 to 6 hours per week
Associate Fee	£15 per hour
Location	Home-based
Travel	Occasional travel may be required to attend meetings, networking events, tender presentations or other business development activities.
Start Date	1 September 2026

Role Purpose

The Business Development Administrator provides administrative and operational support to ADR's business development activities, ensuring prospective and existing clients receive a professional, responsive and efficient service.

Working closely with the Business Development Director, the Associate will help coordinate enquiries, maintain accurate records, support business development campaigns and assist with proposals, events and client communications that contribute to the continued growth of ADR Conflict Specialists.

Key Responsibilities

- Monitor public sector procurement and tender portals to identify relevant opportunities.
- Research upcoming contract opportunities, frameworks and funding opportunities aligned with ADR's services.

- Maintain a pipeline of tender opportunities, recording key dates and submission deadlines.
- Support the Business Development Director with tender submissions, including collating documentation, formatting responses and ensuring deadlines are met.
- Prepare business development documents, presentations and client proposals.
- Provide administrative support to the Business Development Director.
- Coordinate meetings, webinars, networking events and business development activity.
- Maintain accurate records within ADR's CRM and business systems.
- Respond to enquiries and ensure they are directed and followed up appropriately.
- Build and maintain positive relationships with clients, partners and stakeholders.
- Support marketing and business development campaigns where required.
- Produce reports and business development information for the leadership team.
- Ensure all documentation is managed confidentially and in accordance with ADR policies.

Essential Requirements

- Previous experience in an administrative, business support or business development support role.
- Experience researching information online and working with multiple systems.
- Excellent organisational skills with the ability to manage competing deadlines.
- Strong attention to detail and a high level of accuracy.
- Excellent written communication skills.
- Confident using Microsoft Office 365 and CRM systems.
- Ability to work independently and manage your own workload.

Desirable Requirements

- Experience supporting business development or sales activity.
- Experience working within housing, community safety, the third sector or a professional services environment.
- Experience coordinating events or webinars.
- Knowledge of CRM systems and digital business development tools.

Personal Attributes

We're looking for someone who:

- Is organised, reliable and proactive.

- Communicates professionally and confidently.
- Enjoys building positive working relationships.
- Takes pride in delivering a high standard of work.
- Works collaboratively and supports colleagues.
- Shares ADR's values of Communication, Understanding, Curiosity, Partnership and Growth.

Please note: This is an associate appointment operating under an Associate Agreement and does not constitute a contract of employment. The stated fee is expressed as an hourly equivalent and is payable in accordance with the agreed associate arrangements.