

Business Development Manager

Job Ref: REQ250059

Part-time (0.7 FTE), Fixed Term starting as soon as possible until 31st March 2026

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Modern Energy Cooking Services ([MECS](#)) is an eleven-year, £99m research and development programme funded by UK Aid through the Foreign and Commonwealth Development Office (FCDO). Originally started in 2018, the programme has recently been [extended](#) through to December 2030.

It is a partnership between Loughborough University (under the [STEER centre](#)), the Energy Sector Management Assistance Programme ([ESMAP](#)) of the World Bank, and a new partner [CLASP](#) (from April 2025). We research the socio-economic realities of a transition from polluting fuels to a range of modern fuels, working in close partnership with NGOs, governments, private sector, academia and research institutes, policy representatives, and communities in 17 countries. By integrating modern energy cooking services into the planning for electricity access, quality, reliability, and sustainability, MECS hopes to leverage investment in renewable energies (both grid and off-grid) to address the clean cooking challenge.

In 2023, MECS became a founding member of the [Global Electric Cooking Coalition](#) (GeCCo) which was launched on the main stage at COP28. The GeCCo Secretariat was initiated in August 2024 and is led by MECS. The coalition itself is comprised of large-scale multinational organisations. The GeCCo Secretariat works closely with MECS colleagues and external partners Energising Development (EnDev) and Sustainable Energy for All (SEforALL) and the Global Alliance for People and Planet (GEAPP). The coalition's aim is to support at least ten percent of the population of ten countries in Sub-Saharan Africa, Asia and LAC to transition to electric cooking (eCooking).

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

To provide business development support in scoping, delivery and preparation of large, strategic, multi-disciplinary, cross-cutting development activities and grant applications across the programme strengths of MECS. To work effectively with the MECS Managers and colleagues within the MECS team, external funders and collaborators to: (a) enhance the MECS' reputation (b) deliver multi-disciplinary world-class solutions relating to modern energy cooking and (c) realise the potential of existing MECS research areas where there is a solid foundation and an identifiable opportunity to achieve at a higher level, or other activity in relation to research funders or partners. A particular focus of the role will be supporting multi-disciplinary or strategically important bids.

The post holder(s) will be responsible for supporting grant and funding applications to all funders and schemes across the funding landscape including UKRI, charities and government.

The portfolio of business development activities to include specific programme areas and types of funders will be defined as part of the annual review process, objective setting and through regular meetings between the GeCCo Global Manager and the post holder in liaison with the MECS Programme Manager and MECS Research Director.

Job Duties

Business Development

- Play a lead role in the development and delivery of business development activity within GeCCO, including maintaining oversight of a pipeline of development activities.
- Play a lead role in the scoping and preparation of major multi-disciplinary, cross-cutting and/or strategic funding applications.

- Play a lead role in the scoping and preparation of funding applications to a broad range of funders and schemes across the funding landscape including UKRI, charities and international governments.
- Co-ordinate, steer and support the development of coalition-wide bids, and strategic initiatives identified via the GeCCO Global Manager/Research Director of MECS, including identifying emerging opportunities.
- Develop relationships with academics across the University in order to facilitate engagement with opportunities for inter- and multi-disciplinary research with internal and external partners.
- Work closely with academic and professional services colleagues to identify, develop, plan, and evaluate grant applications.
- Develop networks internally and externally to enable researchers and academics to grow research activities, including organising workshops and events. Where appropriate these will be in conjunction with other relevant professional services e.g. training in conjunction with the Doctoral College and Centre for Academic Practice, external events with Marketing and Advancement.
- To work closely with the GeCCo Partners to ensure opportunities for cross-institutional collaboration and knowledge sharing is embedded within day-to-day activities.
- As part of business development activity, work with colleagues across MECS to support the formation and/or enhancement of partnerships with business, public and voluntary organisations; on one-off specific projects, and areas of complementarity (e.g. Innovate UK bids).

Leadership

- Work within the MECS management team to organise, delegate and distribute work to meet specific deadlines and monitor progress across the Team's project portfolio.
- Where required, manage staff recruitment, selection and induction accordance with the University's policies and procedures.
- Work with the MECS team to ensure shared working practises, staff development and collaborative approaches to working,
- Work across organisational boundaries to ensure a high-standard coherent and cohesive service that understands and responds to often complex needs.

General duties

- Represent GeCCo, MECS and the University internally and externally, as appropriate.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees, boards and working groups, whether within the University or externally, as appropriate.
- To engage in training programmes which are consistent with your own needs and aspirations of those of the MECS team.
- Develop resources and web content to support the remit of the role and the MECS programme.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reporting to the GeCCO Global Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of supporting and drafting collaborative funding applications with a proven ability to support and contribute to writing successful, high-quality proposals	1,3
	Significant experience of interaction with external partners and maintaining a network of contacts	1,3
	Experience of adapting own skills to new circumstances	1,3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1,2,3
	Experience of team leadership matrix and / or line management	1,2,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Excellent project management, financial and ICT skills	1,3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents and funding calls	1,3
	Strong people management and team leadership skills.	1,3
	Evidence of skills of persuasion and diplomacy	1,3
	Proven capacity to work flexibly, independently and as part of a team	1,3
	Clear leadership expertise, able to traverse complex and ambiguous areas of work	1,3
	Ability to manage multiple projects, prioritise workload, work to deadlines, and use initiative	1,3
	Ability to developing creative approaches to problem solving	1,3
	Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required
Qualifications	A good honours degree or equivalent experience	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
	Willingness to travel occasionally where appropriate	1,3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a research or business support environment	1,3
	Experience of supporting collaborative research projects in an academic, industry or public sector setting	1,3
	Experience of driving large multi-stakeholder projects	1,3
	Experience of supporting and drafting collaborative research funding applications to international funders	1,3
Skills and abilities	An understanding of and an empathy with the research environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1,3
Qualifications	Postgraduate qualification or equivalent experience in a relevant area	1,3

Conditions of Service

The position is part time and fixed term until 31 March 2026. Salary will be on Management & Specialist Grade 7, £46,485 - £55,295 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>