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## **Business Development Manager - Job Description**

**Job Title:** Business Development Manager

**Location:** Edinburgh Remakery 13A Newkirkgate, Leith Edinburgh EH66AD

**Reports to:** CEO

**Responsible for:** Operations Manager

**Salary Band** E1-G3 (£37,533-£45,146) Starting Band E1 £37,533

### **About Us:**

Edinburgh Remakery is an award-winning social enterprise & charity committed to reducing electronic waste and promoting sustainability through the repair, reuse, and responsible disposal of IT assets. We specialise in providing IT Asset Disposition (ITAD) services to organisations, helping them recycle, refurbish, and extend the life of their IT hardware. Our mission is to drive environmental impact by supporting circular economy initiatives, enabling individuals and organisations to reduce their carbon footprint and providing social value through our Tech Gifting Programme.

### **Business Development Manager Overview**

We are seeking a dynamic, commercially focused, and purpose-driven Business Development Manager to lead the growth of our Social IT Asset Disposition (ITAD) services. This role is central to delivering our "Growth with Purpose" Strategic Plan, which aims to expand our commercial ITAD operations while maximising our environmental and social impact.

The successful candidate will identify new business opportunities, generate and convert leads, build strategic partnerships, and develop sustainable revenue streams that support our mission. They will play a key role in increasing sales, strengthening our market position, and ensuring that commercial growth directly contributes to reducing e-waste and delivering social value through our programmes.

Working closely with the CEO and wider leadership team, the Business Development Manager will contribute to broader organisational development, supporting both the commercial and charitable aspects of the organisation. For an individual who demonstrates exceptional performance and leadership capability, this role has the potential to develop into a Deputy CEO position.

## Key Responsibilities

### Business Growth & Strategy

- Develop and implement business development strategies that support the organisation's Growth with Purpose Strategic Plan and expand our Social IT Asset Disposition (ITAD) services.
- Identify and pursue new markets, customer segments, and income-generating opportunities.
- Generate and convert leads into new business opportunities and long-term customer relationships.
- Conduct market research and competitor analysis to inform strategic decision-making and service development.
- Prepare business cases, proposals, and recommendations for new products, services, and initiatives.
- Monitor key performance indicators (KPIs), including sales performance, conversion rates, customer acquisition, and revenue growth, taking proactive action to improve results.
- Identify opportunities to diversify income through new products, services, partnerships, bundles, and sales channels.
- Support the development and implementation of scalable systems and processes that increase efficiency, productivity, and organisational capacity.
- Lead the implementation, monitoring, and continuous improvement of the organisation's ISO 27001 Information Security Management System, ensuring ongoing compliance and accreditation.

### Leadership & People Management

- Provide effective line management and support to the Operations Manager.
- Foster a positive, collaborative, and high-performing team culture.
- Support organisational development and contribute to strategic planning alongside the CEO and leadership team.
- Champion the organisation's values, mission, and commitment to environmental sustainability and social impact.

### Lead Generation & Partnership Development

- Develop and manage a robust sales pipeline, identifying and progressing qualified leads through to contract award.
- Build and maintain strong relationships with corporate partners, public sector organisations, educational institutions, funders, and community stakeholders.
- Work closely with the Fundraising and Partnerships Manager to identify opportunities for collaboration, partnership development, and shared growth.

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- Represent the organisation at networking events, conferences, exhibitions, and sector forums.
- Identify speaking opportunities and industry events that enhance the profile and reputation of our Social ITAD services.
- Identify strategic partnerships that generate both commercial income and social value.

### **Revenue Generation**

- Deliver sustainable revenue growth through the sale of ITAD services, refurbished equipment, and related commercial activities.
- Monitor sales pipelines, forecasts, and revenue targets, providing regular progress updates to the CEO.
- Identify opportunities to maximise customer lifetime value and increase repeat business.
- Explore and develop new commercial opportunities aligned with the organisation's mission and strategic objectives.

### **Impact, Performance & Reporting**

- Measure, analyse, and report on business development activities, outcomes, and return on investment.
- Ensure that commercial growth contributes to both financial sustainability and measurable social and environmental impact.
- Monitor and report on the social value generated through IT reuse, refurbishment, and the Tech Gifting Programme.
- Prepare regular performance reports and strategic updates for the CEO, Senior Leadership Team, and Board of Trustees.
- Support organisational compliance, governance, and risk management requirements, including ISO 27001 accreditation.

### **specific targets/KPIs**

- New ITAD contracts secured.
- Revenue growth percentage.
- Number of qualified leads generated.
- Conversion rate from lead to customer.
- Social value generated through equipment reuse and gifting.

### **What we're looking for**

#### **Essential**

- Proven experience in business development, sales, account management, or commercial growth.

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13A NewKirkgate, Edinburgh, EH6 6AD  
[www.edinburghremakery.org.uk](http://www.edinburghremakery.org.uk) | 07708 477 136 | [hello@edinburghremakery.org.uk](mailto:hello@edinburghremakery.org.uk)

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- Demonstrable success in generating leads and converting opportunities into revenue.
- Strong networking, relationship-building, and negotiation skills.
- Experience developing and implementing business growth strategies.
- Excellent written and verbal communication skills, including bid and proposal writing.
- Strong organisational and project management skills with the ability to manage multiple priorities.
- Strong people and management skills
- Experience using CRM systems and sales pipeline management tools.
- Ability to analyse data, monitor KPIs, and make evidence-based decisions.
- Commitment to environmental sustainability and social impact.

### Desirable

- Experience within the IT Asset Disposition (ITAD), technology, recycling, circular economy, or environmental sectors.
- Knowledge of ISO 27001 standards and information security management systems.
- Experience working within a social enterprise, charity, or third-sector organisation.
- Experience managing staff and supporting organisational growth.

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### Why Join Us

- **Direct impact** on revenue growth and business performance
- **Opportunity to develop** leadership skills and influence commercial strategy
- **Make a Positive Impact:** Join a mission-driven organisation focused on environmental responsibility, where your work directly contributes to reducing e-waste and promoting sustainability.
- **Award-Winning Leadership:** Work alongside an industry leader recognised for innovation and excellence in sustainable development.
- **Sustainability at the Core:** Be part of a company celebrated for its eco-friendly practices, including resource recovery and recycling initiatives.
- **Community Engagement:** Contribute to outreach programmes that educate the public on responsible e-waste disposal.
- **Flexible Working:** Benefit from flexible working arrangements and a strong commitment to work-life balance.
- **Pension Contributions:** Employer pension contributions provided.

### Normal work pattern will be:

Monday - Friday 9.00am-5pm

37.5 hours per week (minus 30-minute unpaid break per day)

Proposed salary: Salary Band E1-G3 (£37,533-£45,146) Starting Band E1 £37,533

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## **HOW TO APPLY**

Submit CV AND Covering letter to [hello@edinburghremakery.org.uk](mailto:hello@edinburghremakery.org.uk)

Closing date Midnight 6<sup>th</sup> July 2026

Interview date Week commencing 20<sup>th</sup> July 2026