

Job Description

Job title	Business Development Executive
Reports to	National Training Manager
Rate of pay	£25,000 with OTE
Benefits	£300 per month essential car user allowance Performance related bonus
Hours	37.5 per week
Location	Field based
Primary purpose	To generate new business and maximise repeat business to support the company achievement of its funding profiles.

Principal duties:

1. To actively pursue new employers to develop partnerships and relationships by identifying their skills needs and advising of programmes offered by Progress to Excellence Ltd.
2. To pursue existing leads and convert them into new business.
3. Collaborate with area based and national teams to support, nurture and enhance relationships with existing employers, partners and stakeholders to identify employer specific skills and recruitment needs, develop business opportunities and ensure repeat business.
4. To maintain regular contact with employers to determine their education and training needs and to inform them of new developments, programmes and opportunities.
5. To respond to web/telephone and email based enquiries, ensuring all sales opportunities are actively pursued.
6. In collaboration with the marketing team, undertake market research to identify business development opportunities.
7. In collaboration with the curriculum team, identify requirements for any support resources and bespoke training opportunities that will enhance the programme offer from Progress to Excellence Ltd.
8. Within your region and in collaboration with managers and tutors, manage and drive the lead generation process.

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9. To support the recruitment, eligibility screening and enrolment processes for learners, utilising the resources available including the FAS web site.
10. Promote genuine equality, diversity and well-being in all aspects of curriculum and service delivery and take responsibility for the health, safety and safeguarding activities applicable to the post as set out in the company's policy statements.
11. Undertake any other duties consistent with the basic objectives of the post, including, where necessary, national travel to complete duties.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the Company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health, Safety and Safeguarding, Equal Opportunities, confidentiality and the highest standards of customer care.

All employees are also expected to actively participate in performance reviews, the identification of their own training needs and attendance at any appropriate training events.

Person specification	
Commitment	<ul style="list-style-type: none"> • Commitment to the Company's values and standards including safe and healthy working practices, corporate and social responsibility, safeguarding, equal opportunities and dignity and respect at work. • Willingness to be flexible in approach to work and travel. • Positive attitude to work and taking direction from others. • To promote self-development by undertaking appropriate CPD activities. • To work in line with the Common Inspection Framework. • Time keeping and attendance.
Experience	<ul style="list-style-type: none"> • Substantial experience of business development including new and repeat business • Of engaging at senior levels along with excellent presentation skills. • Experience and understanding of SASE framework and Apprenticeship Standards requirements.
Essential attributes	<ul style="list-style-type: none"> • Ability to manage changing priorities. • Ability to read and interpret performance data • Create and maintain professional and productive relationships • Accuracy and attention to detail

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	<ul style="list-style-type: none"> • Effective oral/written communication and numeracy skills. • Flexible approach to work. • Ability to work under pressure and to tight deadlines.
Qualifications and training	<ul style="list-style-type: none"> • Commitment to CPD/professional development/safeguarding. • A1, L3 TAQA or equivalent. (Desirable) • V1, L4 TAQA or equivalent. (Desirable) • GCSE Grade A*-C in English, maths and ICT, or equivalent. • Recognised qualification in Business Management (desirable)

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