

Please note that this document contains the job descriptions for both Business Development Consultant and Senior Business Development Consultant.

Job Description	
Job Title	Business Development Consultant
Main Purpose	To support the College's ambitious plans for growth across multiple funding streams by proactively engaging with new businesses, as well as maintaining a high level of service with existing employers and stakeholders to sustain long-term relationships and create further opportunities for growth.
Line Manager	Business Development Manager
Date Job Description Agreed	06 November 2024

MAIN DUTIES
<p>To be responsible for:</p> <ul style="list-style-type: none"> a) identifying, engaging and developing new business through a variety of business development approaches, including sales calls, meetings, presentations, events and networking; b) producing, organising and delivering targeted campaigns to generate new leads working with a range of colleagues across the organisation; c) developing detailed business proposals for employers with support from Curriculum teams; d) providing the highest levels of customer service and account management, offering advice and support to employers across the whole College provision and promoting the benefits of workforce development and/or recruiting apprentices; e) working to monthly recruitment targets and KPIs and reporting forecasts to the Business Development Manager on a regular basis; f) monitoring closely developments within the sector to ensure the College is abreast of new opportunities and remains competitive at all times; g) supporting other members of the Business Development Team on a range of activities as and when required; h) assisting the Business Development Manager in the interpretation of MI reports, and in detecting trends and patterns in employer and learner activity; i) co-ordinating the compliance of relevant policies and procedures including Health and Safety assessments of employer's premises, ensuring timely completion; j) attending awareness-raising events in College and at employers' premises; k) carrying out a range of administrative duties that supports the service in meeting its compliance obligations in relation to workforce development and/or recruiting apprentices; l) working closely with the recruitment team to ensure all vacancies are promoted in a timely manner;

General duties of all staff

- m) safeguarding and promoting the welfare of children, young people and vulnerable adults;
- n) ensuring that safe working practices are adopted in compliance with relevant health and safety regulations;
- o) demonstrating commitment to the principles of equality of opportunity and treatment, and complying with the requirements of relevant equal opportunities legislation;
- p) assisting in carrying out quality assurance procedures;
- q) attending and contributing to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
- r) participating in performance management procedures and undertaking staff training;

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

Job Title	Business Development Consultant
Main Purpose	To support the College's ambitious plans for growth across multiple funding streams by proactively engaging with new businesses, as well as maintaining a high level of service with existing employers and stakeholders to sustain long-term relationships and create further opportunities for growth.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">a relevant professional qualification at Level 2 or above or equivalent relevant employment experience	<ul style="list-style-type: none">a sales qualificationa basic Health & Safety qualification
Experience	<ul style="list-style-type: none">of success i.e. proven track record in business developmentof meeting targets and deadlines within a demanding environment	
Skills and abilities	<ul style="list-style-type: none">to communicate clearly and effectively in presentations and meetingsto write reports, proposals and advertsto plan and organise own workload whilst maintaining high standards of performance to achieve the College's short and long term goalsto work under pressure, meeting agreed targets and deadlinesto form positive and professional relationships with employers and colleagues by working as an effective member of the teamto be persuasive and diplomatic	

Knowledge and understanding	<ul style="list-style-type: none"> • of the importance of excellent customer care necessary to achieve high quality results • of the financial impact of not achieving targets in an agreed timescale • of the use of IT to complete tasks 	<ul style="list-style-type: none"> • of work-based learning programmes particularly apprenticeships and/or adult learning programmes
Personal qualities	<ul style="list-style-type: none"> • target-driven with a high level of self-motivation • a positive, business-like approach to work including a readiness to work flexibly • well-organised, enthusiastic and confident • ambition and initiative • reliability and integrity 	
Other requirements	<ul style="list-style-type: none"> • a credible personal presence • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility) 	

Job Description

Job Title	Senior Business Development Consultant
Main Purpose	To support the College's ambitious plans for growth across multiple funding streams by proactively engaging with new businesses. Leading projects, as well as maintaining a high level of service with existing employers and stakeholders to sustain long-term relationships and create further opportunities for growth.
Line Manager	Business Development Manager
Date Job Description Agreed	06 November 2024

MAIN DUTIES

To be responsible for:

- a) identifying, engaging and developing new business through a variety of business development approaches, including sales calls, meetings, presentations, events and networking;
- b) taking the lead to produce, organise and deliver targeted campaigns to generate new leads working with a range of colleagues across the organisation;
- c) project leadership as new business opportunities arise, or leading on key tasks such as public sector procurement framework responses;
- d) developing detailed business proposals for employers with support from Curriculum teams;
- e) providing the highest levels of customer service and account management, offering advice and support to employers across the whole College provision and promoting the benefits of workforce development and/or recruiting apprentices;
- f) working to monthly recruitment targets and KPIs and reporting forecasts to the Business Development Manager on a regular basis;
- g) monitoring closely developments within the sector to ensure the College is abreast of new opportunities and remains competitive at all times;
- h) supporting other members of the Business Development Team on a range of activities as and when required, such as mentoring new starters;
- i) assisting the Business Development Manager in the interpretation of MI reports, and in detecting trends and patterns in employer and learner activity;
- j) attending meetings for the Business Development Manager as and when required;
- k) co-ordinating the compliance of relevant policies and procedures including Health and Safety assessments of employer's premises, ensuring timely completion;
- l) attending awareness-raising events in College and at employers' premises;
- m) carrying out a range of administrative duties that supports the service in meeting its compliance obligations in relation to workforce development and/or recruiting apprentices;

- n) working closely with the recruitment team to ensure all vacancies are promoted in a timely manner;

General duties of all staff

safeguarding and promoting the welfare of children, young people and vulnerable adults;

- o) ensuring that safe working practices are adopted in compliance with relevant health and safety regulations;
- p) demonstrating commitment to the principles of equality of opportunity and treatment, and complying with the requirements of relevant equal opportunities legislation;
- q) assisting in carrying out quality assurance procedures;
- r) attending and contributing to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
- s) participating in performance management procedures and undertaking staff training;

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

Job Title	Senior Business Development Consultant
Main Purpose	To support the College's ambitious plans for growth across multiple funding streams by proactively engaging with new businesses. Leading projects, as well as maintaining a high level of service with existing employers and stakeholders to sustain long-term relationships and create further opportunities for growth.

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> a relevant professional qualification at Level 3 or above or equivalent relevant employment experience 	<ul style="list-style-type: none"> a sales qualification a basic Health and Safety qualification
Experience	<ul style="list-style-type: none"> of success i.e. proven track record in business development of meeting targets and deadlines within a demanding environment of leading projects and mentoring staff 	<ul style="list-style-type: none"> of business development within the education sector
Skills and abilities	<ul style="list-style-type: none"> to communicate clearly and effectively in presentations and meetings to write reports, proposals and adverts to plan and organise own workload 	

	<p>whilst maintaining high standards of performance to achieve the College's short and long term goals and priorities</p> <ul style="list-style-type: none"> • to work under pressure, meeting agreed targets and deadlines • to form positive and professional relationships with employers and colleagues by working as an effective member of the team • to be persuasive and diplomatic 	
Knowledge and understanding	<ul style="list-style-type: none"> • of the importance of excellent customer care necessary to achieve high quality results • of the financial impact of not achieving targets in an agreed timescale • of the use of IT to complete tasks 	<ul style="list-style-type: none"> • of work-based learning programmes particularly apprenticeships and/or adult learning programmes
Personal qualities	<ul style="list-style-type: none"> • target-driven with a high level of self-motivation • a positive, business-like approach to work including a readiness to work flexibly • well-organised, enthusiastic and confident • ambition and initiative • reliability and integrity 	
Other requirements	<ul style="list-style-type: none"> • a credible personal presence • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility) 	