

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Business Development Consultant
Responsible to:	Head of Business Development / Executive Director
Responsible for:	N/A

1.	Job Purpose:
1.1	To achieve KPI's to meet the business plan by co-ordinating engagement activity to enrol learners on to provision.

2.	Key Responsibilities:
2.1	Plan business development activity in line with project business plans and budget
2.2	Support the engagement of learners in the geographical areas set.
2.3	Ensure all enrolment and eligibility paperwork is compliant and completed timely
2.4	Support stakeholders and employers to progress learners to positive destinations and job outcomes.
2.5	Ensure financial KPI's are achieved in accordance with the Regional business plan and budget.

3.	Specific Duties:
3.1	Strategically plan business development activities in line with the departmental business plan and budget ensuring all KPI's are achieved timely across the academic year.
3.2	Ensure all pre-employment provision meets KPI's and ensure everything has a destination planned from the beginning.
3.3	Ensure all learners are given the best quality support and service to enter into employment through the course and relevant interventions.
3.4	Ensure all are fully aware of the course details, purpose and next step arrangements and outline in a course booking form.

3.5	Create reports to Head of BD and Director detailing activity on a monthly basis.
3.6	Generating a new profile of pre-employment academies, commercial and basic skills offer working with key employers and stakeholders.
3.7	Create pipeline of learners and employers to feed into provision opportunities across the region.
3.8	Ensuring CRM system is fully updated with accurate information and everything is recorded.
3.9	Report pipeline and business opportunities to Head of BD on a weekly basis
3.10	Plan delivery and progression opportunities in partnership with the Head of BD on a weekly basis.
3.11	To represent the company to the highest standards at all times, ensuring the highest levels of customer service are maintained and integrity remains throughout.
3.12	Attend partnership meetings and promotional events working with JCP and local and regional employers
3.13	To promote the introduction of new working practices including attending training, supporting colleagues and participating in implementation.
3.14	Undertake such duties as may be required commensurate with the level of responsibility and nature of the job in discussion with your line manager.
3.15	Provide key information to Executive Director to successfully complete budget, self-assessment, Business plans.
3.16	Successfully manage the pre entry and exit of learner engaged through the offer and track destinations of all learners
3.17	Assist in the writing of any project bids working closely with the ED and the project team.
3.18	Actively develop new business contacts either directly or via other stakeholders to generate a health partnership of contacts
3.19	Account manage key employers and provide an outstanding level of service
3.20	Organise stakeholder events to constantly keep the curriculum offer at the forefront of the local community, employers and stakeholders thinking.
3.21	Liaise with Marketing to generate interest and implement marketing plans for each project
3.22	Manage the recruitment, placing and interviews for all unemployed learners including the traineeships and apprenticeships.
3.23	Assist in the day to day operation of the office and provide customers service to deal with enquiries. This includes managing the centre in the absence of the Project Manager
3.24	Constantly complete competitor and Labour Market Intelligence analysis to feedback new idea and initiatives for courses back to the Project Manager to implement within the curriculum portfolio.

4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations .

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	Group Policies and Procedures:
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 3 in a marketing related qualification	E	D
	Health and Safety Qualification		
	Literacy and numeracy to at least level 2	E	
Specialist Knowledge	Up to date knowledge of Apprenticeship Frameworks	E	D
	Up to date knowledge of local labour market information	E	
	Industrial/sector experience		
Experience	Experience of employer engagement	E	D
	Experience of working within a sales team	E	
	Experience of working on European funded programmes		
Skills and Attributes	Good organisational and administrative skills	E	
	Excellent communication and interpersonal skills	E	
	Customer orientated	E	
	Adaptable and flexible	E	
	Enthusiastic and self-motivated	E	
	Ability to work effectively under pressure and meet tight deadlines	E	
	Effective self-management i.e. time management skills, ability to prioritise workloads etc.	E	
	Willingness to develop self and others	E	
	Ability to build relationships of trust and respect	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable