## Job Description

## Business Development Executive (Education)

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| Job title | Business Development Executive |
| Reports to | Sales Manager |
| Works with | Apprenticeship team, Marketing, Partnerships, Finance and Compliance, CAPS, Programme Directors and Facilitators, Apprentice Tutors |
| Location | Bristol Office (some travel may be required) |
| Main Purpose of Job | To support the Sales Manager to achieve commercial growth objectives through business development activities and account management.   * Generating new apprenticeship upskill opportunities. * Generating new apprenticeship vacancies. * Building relationships with local authorities to help promote our services within your designated region. * Maintaining a high level of customer satisfaction with existing clients. |

## Main Duties

* Generating new business enquiries by contacting decision makers within nurseries and early years settings to discuss their training needs for both new and existing staff.
* Identifying apprenticeship recruitment opportunities within nurseries and early years settings.
* Developing employer relationships so that existing customers become regular, reoccurring clients while cross selling other programmes from our portfolio.
* Building a database of local authority contacts to help promote our services regionally, as well as managing procurement windows to ensure funding can be secured across all programmes.
* Attending sector specific networking events in your region.
* Performing quarterly market analysis of your sales territory to identify new opportunities, competitors, trends or any big challenges.
* Reporting accurate sales pipeline information and forecasting monthly start numbers.
* Updating the internal CRM system to record activity and communications.

## Business Support

* Collaborate with other departments to promote Best Practice Network more effectively, and to ensure smooth processing of sales administration.
* Identify possible weaknesses in current methodology to driving continuous improvement within the team and across the wider business.

## Person Specification

* A natural communicator with an excellent phone manager, capable of building rapport with stakeholders of all levels.
* A strong written communicator, capable of producing detailed and engaging sales proposals.
* Experience of working to and exceeding sales KPI’s.
* An ambitious and resilient individual, motivated by forging a lucrative sales career.
* Knowledge of apprenticeship programmes would be an advantage but is not essential.
* Comfortable with flexible working patterns including 2 days per week at our Bristol HQ.