



## Job Description

Job Role: Business Development Executive

Line Manager: Head of Sales and Marketing

Hours: Full time

Salary: Competitive + OTE

Remote working: Yes

### **Role Profile**

City Skills is a fast-growing training provider, where we believe in providing exceptional training to support learners in achieving their apprentice goals and providing our clients with fully skilled employees to support their business.

We guarantee every day will be different to the previous, which will offer you a varied role and exciting daily challenge. Your role will consist of building new relationships with new leads and maintaining a professional and continued support to our existing clients in their training needs.

### **Role and Responsibilities**

- Account management of existing and new business, maintain employer relationships and maximise all opportunities for increase in Apprenticeship starts.
- Secure new business with SME's and large Levy employers for the generation of new Apprenticeship starts.
- Attend meetings (either Zoom or F2F) with decision makers to discuss their training and recruitment needs for existing staff and new Apprentice recruitment.
- Create and maintain our CRM pipeline of prospective clients, seek out the appropriate contact for each organisation and explore business opportunities to meet business revenue target
- Develop customised proposals for training solutions to corporate clients from a solid understanding of the client's needs and requirements.
- To accurately complete all reporting and administrative documents, including the upkeep of the designated CRM system to ensure all knowledge is shared for the company benefit
- Work closely with the marketing team to produce any support material required for the intended business requirements.
- Demonstrate the ability to present business information to either new or existing clients confidently face to face or remotely.
- Participate and prepare periodic revenue reporting updates for the Head of Sales and Marketing

## Benefits

- 22 days annual leave, and business closure over Christmas period + Bank Holidays
- Employee Assistance Programme
- Birthday off
- Company Pension Scheme
- Support with training and development

## Essential or desirable Skills and knowledge

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Qualification and Training</b>			
Business Development training		•	Application
<b>Skills knowledge and experience</b>			
Worked in a business development role for 3+ years	•		Application
Have experience in working in the education sector		•	Application
Strong B2B background in promoting bespoke solutions to meet clients training needs		•	Interview
A proven track record of relevant sales and business development success, particularly in developing and growing accounts over time	•		Interview
A proven track of working with existing clients to meet with City Skills service level agreements	•		Interview
Understanding of Apprenticeship funding criteria and able to give advice on Levy spending.	•		Interview
Understanding of Traineeship funding		•	Interview
Experience with working with Traineeship programmes		•	Application
<b>Attitudes and Attributes</b>			
Demonstrate excellent interpersonal and teamworking skills to drive new and existing clients training needs forward	•		Interview
Strong communication skills to ensure you can liaise cross-department to build relationships and improve efficiency.	•		Interview
Highly organised and self-motivated, can prioritise and organise a busy workload in a fast-paced environment	•		Interview

Demonstrate confidence with all use of communication tools, especially telephone and email manners	•		Interview
Demonstrate the ability to work on own initiative and independently whilst reporting concerns effectively	•		Interview
Demonstrate effective experience in dealing and handling of confidential information	•		Interview
<b>Other position requirements</b>	•		
Flexible in working with clients at their offices or on-line via Teams or Zoom			Interview
Flexible with regards to the hours of work and willingness to assist in all areas of the business when necessary	•		Interview
Attend business meeting face to face	•		Interview

### **What else do you need to know?**

City Skills is committed to promoting a diverse and inclusive workforce, as we believe this creates and develops a comfortable working environment for all staff to enjoy their work, whilst enabling them to develop and progress, which is central to our success. All applicants will be treated in line with our Equality and Diversity Policy.

Should you be successful, the role will be subject to employment checks:

- DBS (Disclosure Barring Service) report
- Right to work in the UK
- Certificates within 1 week of employment

We hope you have liked what you have read and are now ready for a new challenge, especially with the development of others. If so, click [here](#) to apply.