



Job Description

Job title:	Business Advisor
Responsible to:	Sales Manager
Salary:	£20,392 to £25,502 p.a. depending on experience
Hours:	Full time, 35 hours a week
Location:	Based in Derby with extensive travel across the East Midlands.

Background

Access Training is a well-established leading training organisation working in and around Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Traineeships, Adult Learning Loans and work experience opportunities for adults and young people from diverse backgrounds, that will enhance individuals' employment potential and qualifications. In our most recent Ofsted inspection in January 2020 we retained our "Good" rating and we are continuously developing and improving our provision.

In 2020 we were announced winners of the Education and Business Partnership Award at the East Midlands Chamber of Commerce Nottingham Business Awards and we have recently been short listed for the same award for 2021, for both Nottinghamshire and Derbyshire.

Main purpose:

- To improve the success and occupancy of learner numbers across AEB programmes including Sector-based Work Academy Programmes (SWAPs), Legal entitlements (English, maths, digital, first level 2/3), Local Flexibilities and other programmes offered, as required.
- The Advisor is responsible for engaging and maintaining employer relationships, ensuring that employers are fully aware of and understand the AEB programmes, their responsibilities and the full range of services and support that Access Training can provide.
- Market and network to increase the existing employer base and learner numbers, ensuring Access Training is known and advertised across the full community in which we operate.
- Market and liaise with local JCP advisors and Housing Association contacts to promote programmes and develop learner referrals.
- To challenge all practices and procedures within own role and throughout the organisation and to contribute to and ensure continuous quality improvement.

Key responsibilities

- To develop the business (increasing occupancy of learner numbers from diverse backgrounds and different levels into employed training opportunities) in line with department targets.

- Planning timely employer engagement campaigns and activities.
- Researching local employer base and developing employer database to generate targeted marketing campaigns.
- Generate apprenticeship vacancies and work experience opportunities in line with department targets by making phone calls and follow-up sales visits, to establish new employer relationships.
- Take ownership of an agreed number of key employer accounts for ongoing management of employer relationships and pipeline activity.
- Contacting employers where we have existing opportunities for further apprenticeships vacancies.
- Developing and maintaining productive relationships with employers.
- Liaison with colleagues to design and produce employer engagement materials including employer introduction/induction packs and regularly review and update, including website to present a professional company image to employers.
- Create records, update and maintain employer database to produce reports.
- Conduct employer visits to promote Access Training services, carry out ONA's and complete CTPs as appropriate.
- Carry out H&S checks if required.
- Liaise with colleagues for learner recruitment needs.
- Where learner is in situ conduct initial paperwork / assessments.
- Pro-actively network with business organisations and attend events to engage with employers.
- Contribute to production of annual Business Development plan.
- Achieve individual and team targets for starts from new business and starts from existing customers in line with the Sales and Marketing Strategy.
- Produce weekly / monthly performance reports for Sales Manager as required.

Other duties

- To contribute to the generation of new opportunities/business in general and to participate in marketing activities for all Access Trainings activities.
- To follow company procedures and policies including equality of opportunity, health and safety and safeguarding.

- To undertake any other duties/projects relevant to the post.
- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.

NB. The above job description sets out the main responsibilities for this position but should not be regarded as an exhaustive list of the duties that may be required of the post holder.

Business Advisor Person Specification



Applicants must have:

- A proven sales record
- Previous marketing experience
- Good IT skills and sound knowledge of MS Office
- Driving licence and own transport
- A minimum of grade 4 English or Level 2 Functional Skills

Applicants will ideally have:

- Knowledge of the training sector; especially AEB/employability, apprenticeships and funded programmes.

Applicants must have the ability to:

- Outgoing and confident, able to engage and communicate effectively with a wide range of employers, JCP and other people. This will include being able to make cold calls and follow up visits to new employers and to generate apprenticeships and work experience opportunities. Must be able to listen to identify needs, capture information and follow points through. Must be easily understood, able to get messages across and promote Access Training to individuals and groups, including visitors to careers fairs etc. Able to write accurately and concisely using existing documentation and pro-formas to good effect.
- Able to make effective use of IT including MS Office.
- Work as part of a team to ensure a holistic approach to employers' needs. This will include working with internal colleagues in and out of the Sales Department. Willing to step in for close colleagues when required.
- Organise own workload to ensure the best use is made of time and resources. This will include cost effectively planning and telephone calls, follow-up visits and the associated documentation and electronic record keeping. Will need to be self-motivated and enthusiastic with the drive to achieve results
- To work on own initiative, able to produce and carry through ideas to promote the company.



Conditions of Service

Post:	Business Advisor
Based:	Based in Derby with extensive travel across the East Midlands.
Salary:	£20,392 to £25,502 p.a. depending on experience
Method of payment:	Salaries are paid monthly, generally the 25 th of the month, into a Bank or Building Society of your choice.
Annual leave:	For full-time, 26 days per full year, of which management reserve the right to dictate when up to 4 of them will be taken. Part time staff have pro rata entitlement to annual leave and Bank Holidays. Any holidays already planned will be honoured where possible – however, where they exceed entitlement, they will generally need to be taken without pay.
Hours:	Full time, 35 hours a week
Holiday year:	August to July
Statutory/privilege:	8 days per year for full time (pro rata for part time)
Probationary period:	Six months
Sickness:	Access Training has a sick pay scheme, following the satisfactory completion of probation.
Travel	Access Training reimburses Casual Car User Allowance / Essential Car User Allowance and Bicycle User Allowance at the rate set by Access Training.
Disclosure & Barring Service	Posts in regulated activity with Access Training are subject to checks with the Disclosure & Barring Service and as such, this post will require a check.
Workplace Pension:	4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility