



Job Description

Job title:	Business Development Advisor
Responsible to:	Commercial Director
Hours:	Full-time
Salary:	£28,007 to £32,503 depending on experience
Location:	Based in Nottingham on a hybrid working basis, with some 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, Employability, 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 we retained our "Good" rating and we are continuously developing and improving our provision.

Main purpose:

- To generate and secure new business opportunities via apprenticeship vacancies and apprenticeship upskills.
- To build and maintain relationships with new employers/organisations in order to maximise revenue whilst ensuring that they receive a quality service throughout the engagement process.
- 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 pro-actively plan and carry out own sales campaigns using a variety of methods such as telesales, field sales, networking and social media activity in order to meet monthly sales targets.
- Build a continuous pipeline of business opportunities to ensure monthly targets are consistently met.
- Generate apprenticeship opportunities with new employers across specified sectors.
- Research local and regional employer base and develop employer database to generate targeted campaigns in order to generate sales.
- Attend employer events where applicable to generate business opportunities.
- Conduct employer visits to promote Access Training services and carry out a Training Needs Analysis where applicable.
- Complete any necessary paperwork with the employer such as employer contract and Health and Safety checks, to meet funding requirements, ensuring this is compliant.
- Effectively account manage new employers to maximise opportunities and deliver excellent customer service.
- Liaise with employer, and learner engagement team to confirm employer recruitment needs.

- Liaise with onboarding team to ensure full eligibility checks are carried out for all upskill learners.
- Build positive working relationships across the whole business working across teams to improve own knowledge and share best practice.
- Achieve individual and team income targets in line with Sales Strategy.
- Contribute ideas for the Sales Strategy where required.
- Create records, update and maintain employer database to produce reports
- Produce performance reports for line manager as required.
- Be an ambassador for Access Training.

Other duties

- To follow company procedures and policies including equality of opportunity, health and safety and safeguarding.
- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.
- To undertake any other duties/projects relevant to the post.

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 Development Advisor Person Specification

Applicants must have:

- A proven record of achieving sales targets
- A proven track record of generating own sales leads.
- Good Microsoft Office knowledge
- Driving licence and own transport
- GCSE English and Maths grade 4 or above (or equivalent).

The following will be helpful:

- Knowledge of the apprenticeship funding
- Knowledge of funding across the wider FE sector

Applicants should be:

- Self-motivated and target driven with the ability to work autonomously and towards tight deadlines.
- Able to identify business opportunities and follow these through to close the sale.
- Outgoing and confident, able to engage and communicate effectively with a wide range of employers and other people. This will include being able to make cold calls and follow up meetings and or visits to new employers to generate apprenticeship 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.
- Able to write accurately and concisely using existing documentation and pro-formas to good effect.
- Able to make effective use of IT including Microsoft Teams, PowerPoint, internet, spreadsheets, tracking systems, Microsoft, Zoom, DocuSign etc.
- 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 Business Development 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 virtual meetings / 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 Development Advisor
Based in:	Based in Nottingham on a hybrid working basis, with travel across the East Midlands.
Hours:	Full-time.
Salary:	£28,007 to £32,503 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.
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 Essential Car User Allowance at 45p per mile. Annual travel pass loan also available.
Health & Wellbeing:	Fully funded Employee Assistant Programme including Cycle to Work Scheme
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:	Auto-enrolment into the NEST pension scheme after 3 months' service. Current contributions are 4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility.