

Role Profile

Job Title: Skills Development Advisor

Salary range: £18,000 - £24,000pa
Plus bonus scheme

General Information					
Accountable to:	Head of Business Development				
Job Purpose					
<ul style="list-style-type: none"> To achieve recruitment and/or sales targets to meet contractual and business needs by engaging with employers, partners and learners To be proactive and responsive, raising company profile and generating potential leads increasing business opportunities 					
Key Responsibilities					
<p>To Achieve Financial & Performance Targets (KR1)</p> <ul style="list-style-type: none"> Achieve new business recruitment targets Sign up learners timely and accurately including delivery of induction Carry out PR and sales visits Support financial budgets by recruiting effectively Prepare for monthly sales meetings, presenting relevant data and evidence <p>To Develop the Business and Engage with Stakeholders (KR2)</p> <ul style="list-style-type: none"> Generate quality leads through cold calling, liaise with marketing and PR Team to support network events Attend career and school events Record all employer engagement activity in accordance with Quest's procedures Be responsive and proactive to the needs of the business and discuss new areas of opportunity Conduct Account Manager duties by phone/face to face <p>To Ensure Quality Improvement and Achieve Compliance (KR3)</p> <ul style="list-style-type: none"> To comply with all company policies & procedures Contribute to Quest's quality improvement processes to improve provision and other company processes To ensure that Quest is compliant and all audits meet business needs To carry out Health & Safety Checks <p>To Develop Self and Support Others (KR4)</p> <ul style="list-style-type: none"> Take ownership of annual performance & development plan Manage & record own CPD Support and communicate effectively with colleagues across the business Attend & contribute to meetings 					
Minimum requirements	Personal Attributes				
<p>Essential:</p> <ul style="list-style-type: none"> GCSE A-C Maths, English & ICT/or demonstrate competence at this level* Previous experience working in a sales environment* IAG L3* Excellent presentation and communication skills To travel effectively across a wide geographical area in order to undertake sales and sign up visits Have the right to live and work in the UK indefinitely and without restriction <p>Desirable:</p> <ul style="list-style-type: none"> Sales & Marketing qualification Knowledge of government funding & Apprenticeships 	<table border="0"> <thead> <tr> <th>Core Values</th> <th>Job Specific</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Managing relationships Communication Meeting customer's needs Involving people Quality conscious Integrity Determination Adaptability </td> <td> <ul style="list-style-type: none"> Initiative Business Development Business Awareness Information Gathering Influencing others Innovation Personal results Personal organisation </td> </tr> </tbody> </table>	Core Values	Job Specific	<ul style="list-style-type: none"> Managing relationships Communication Meeting customer's needs Involving people Quality conscious Integrity Determination Adaptability 	<ul style="list-style-type: none"> Initiative Business Development Business Awareness Information Gathering Influencing others Innovation Personal results Personal organisation
Core Values	Job Specific				
<ul style="list-style-type: none"> Managing relationships Communication Meeting customer's needs Involving people Quality conscious Integrity Determination Adaptability 	<ul style="list-style-type: none"> Initiative Business Development Business Awareness Information Gathering Influencing others Innovation Personal results Personal organisation 				
Other requirements					
<ul style="list-style-type: none"> DBS check as appropriate Willing to undertake training & development to meet the needs of the job To be professional, co-operative and flexible to meet organisational and stakeholder needs, undertaking such duties as may reasonably be expected Willing to travel and undertake overnight stays 	<ul style="list-style-type: none"> A strong commitment to promoting and safeguarding the welfare of learners Able to demonstrate a commitment to Equality and Diversity Comply with Health & Safety legislation and policy Act with environmental sustainability in mind at all times 				

** Not essential if applying for a Trainee Role, Quest will provide the necessary training & experience.
Role profiles will be reviewed and amended to meet the needs of the business and external demands.*