

Role Profile

Job Title: Business Development Advisor

Salary range: £21,000 - £26,000pa
Plus bonus scheme

| General Information | | | | | |
|---|--|-------------|--------------|--|--|
| Accountable to: | Head of Business Development | | | | |
| Job Purpose | | | | | |
| <ul style="list-style-type: none"> To achieve starts targets to meet contractual and business needs by engaging with employers & apprentices To use marketing strategies effectively to make Quest the preferred choice for employers, achieving targets to generate new levy employer agreements and increasing our employer base Account manage levy employers and large accounts in allocated area | | | | | |
| Key Responsibilities | | | | | |
| <p>To Achieve Financial & Performance Targets (KR1)</p> <ul style="list-style-type: none"> Achieve monthly starts targets Achieve levy agreements signed targets Achieve new employer targets 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 Record all employer engagement activity in accordance with Quest's procedures Use employer packs and other marketing materials to motivate and engage with new employers and their apprentices 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 Liaise effectively with Marketing Manager to support employer and apprentice engagement <p>To Ensure Quality Improvement and Achieve Compliance (KR3)</p> <ul style="list-style-type: none"> To comply with all company policies & procedures and in particular health & safety checks and funding rules To undertake electronic sign-ups using OneFile Contribute to Quest's quality improvement processes to improve provision and other company processes <p>To Develop Self and Support Others (KR4)</p> <ul style="list-style-type: none"> Take ownership of performance & development plan, managing and recording 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 L2* 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 | | | | |
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| 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.*