

JOB DESCRIPTION

Business Development Co-ordinator

Responsible to: Commercial Services Manager

Job summary: The post holder is responsible for driving and securing new business opportunities by identifying quality leads, establishing relationships with key decision makers and securing sales.

The role will also work closely with the wider Commercial Services Team to identify and implement marketing and sales opportunities.

Key Tasks

1. Responsible for identifying and driving income from commercial product sales and generating opportunities for Signature's wider business and aims.
2. Identify and qualify new business through planned sales campaigns. Including identifying and contacting relevant decision makers and closing sales.
3. Grow and manage relationships with partners, suppliers and customers.
4. Utilise CMS, databases and online systems to handle reporting and customer account queries.
5. Work with the team to identify marketing and sales opportunities; and promote projects and products where possible.
6. Utilise social and online channels to drive campaigns and target business to sell.
7. Organise and attend events to promote products and generate sales opportunities. Including the delivery of presentations and training.
8. Ensure a comprehensive understanding of products, key audiences and market opportunities.
9. Monitor products with consideration to market stability and demand.
10. Manage and report on commercial sale income and campaigns.
11. Ensure sales packs, stock levels and distribution commitments are met.
12. Carry out any other duties as may reasonably be expected of the postholder.

PERSON SPECIFICATION

Requirements	Essential	Desirable
Education	Educated to GCSE level or equivalent (including English and maths).	Educated to A level or equivalent.
Qualifications	Qualification or equivalent in business development, management or administration.	Qualification or equivalent in BSL.
Experience and knowledge	<p>Business development experience in a similar role.</p> <p>Experience in a sales, target driven environment.</p> <p>Experience in building relationships to secure sales.</p> <p>Experience in self-generating leads.</p> <p>Knowledge of customer relationship management practices.</p> <p>Knowledge of effective working and reporting with databases, CMS and online systems.</p>	<p>Experience of working in a training or educational environment.</p> <p>Experience of managing budgets.</p> <p>Experience of attending and representing a business at events and meetings.</p> <p>Experience working across varied markets and products.</p>
Skills and abilities	<p>Strong problem solving and creative skills.</p> <p>Strong initiative, drive and enthusiasm.</p> <p>Outstanding organisational skills to manage diverse workload.</p> <p>A positive and proactive team player.</p> <p>Effective and efficient time management.</p> <p>Excellent written and communication skills.</p> <p>Ability to work under pressure and keep to deadlines.</p> <p>Ability to build relationships with peers and external contacts.</p> <p>Excellent communication and negotiation skills.</p>	<p>A proven track record of achieving KPI targets.</p> <p>Ability to deliver training and/or presentations.</p> <p>Ability to analyse and report on sales figures.</p>

Location and working hours

The post is based at Signature - Mersey House, Mandale Business Park, Belmont, Durham, DH1 1TH.

Salary

28-30 hours (negotiable) with a minimum of 4 days in the office.
£21,000 gross per annum FTE – pro rata dependent on working hours agreed.

Holidays

26 working days per year pro rata plus recognised bank or public holidays, currently 8 in all. Of the 26 days holiday, you must keep up to 3 days each year to bridge the gap between Christmas and the New Year, when the office closes.

Requirements

Employees are expected to complete the following Signature courses within 2 years of commencing employment:

- Level 1 Certificate in British Sign Language.
- Level 1 Certificate in Developing Communication and Awareness with Deaf and Deafblind People.

Post is subject to a 6 month probationary period and receipt of references satisfactory to us.

Pension

Signature operates an auto enrolled pension scheme through the Pensions Trust.