



## **JOB DESCRIPTION AND PERSON SPECIFICATION 2023/2024**

**Role:** Business Development Specialist

**Hours:** Full time Monday to Friday

**Location:** Remote, with expectation of national travel

**Fixed Term Contract:** 12 Months

**Salary:** £35,000, OTE £50,000

### **Main Purpose:**

The post-holder will be an active individual with a passion to bring results, energy, vision, and demonstrable business acumen. The post holder will be responsible for sourcing, generating, building, converting centres to our academy model and developing corporate partnerships. They will research and network within the construction industry to identify potential new partners and ways to better serve our military audience. They will build sponsorship partners, and oversee the financial management of projects, as well as negotiating and agreeing contracts.

The role will involve national travel, working with employers, and stakeholders to deliver strong construction skills within our national network of academies. The academies will provide local training, serving local people in the heart of the community.

### **Person profile:**

The role would suit a self-motivated business development individual with a results driven acumen who can direct and manage the delivery of outstanding learner provision at our network of academies. The applicant should be commercially minded with preferably knowledge of construction and education funding. This is a challenging role and incumbent will be expected to use their own initiative and be proactive, meet targets and adapt to the changing needs of each academy, its learners, construction industry, and the charity as required.

### **Key tasks and accountabilities:**

- Generate new business through networking with major construction contractors and developers.
- Meet the target of opening and maintaining academies nationally.



- Develop corporate partnerships.
- Drive the vision through strategic planning and operational management.
- Preparing and delivering pitches to potential sponsors.
- Ability to manage multiple projects concurrently and meet deadlines.
- Attending networking activities to research and connect with prospective partners.
- Meeting new and existing partners in person, email, phone, virtual.
- Crafting business proposals and contracts to draw in more revenue.
- Provide leadership to all areas of the Academy.
- In partnership with the head of learning, implement an operational performance plan to deliver the strategic objectives based on Academy KPI outputs.
- Ensure each academy is self-funding, meeting funding targets.
- Deliver all activity within the agreed targets.
- Provide regular management reporting.
- Remain in tune with trends to ensure our offerings remain relevant.

## **Key Targets**

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, and will include, but not be limited to:

- Convert/Create Academies and Corporate Partnerships of between 8-12.
- To achieve business development, we anticipate at least 3 conversions per quarter.

There will, from time to time, be other duties or tasks not specifically covered in this job description that you will be expected to undertake, to provide the best possible support to the veterans and to promote the development of the Charity.

## ***Special Requirements:***

1. The necessity to be flexible is of prime importance.
2. Needs to have own transport.
3. All staff are expected to work as part of a team, supporting and covering for each other in times of need and will be required to attend and fully participate in staff meetings, training and events.
4. All staff are expected to liaise with each other to ensure that the overall needs of the charity are met and particular attention should be paid to



ensuring that information is exchanged between staff, learners, colleges and employers.

5. Staff are expected to work to a high professional standard in a manner that promotes a positive relationship with the cohorts, based on mutual trust, confidence and understanding.
6. Building Heroes provides opportunities for training and staff development and all staff will be expected to embrace such opportunities as are offered and to participate fully therein.
7. Developing quality control.
8. Staff are required to be familiar with, and comply with, statutory and all Building Heroes policies and procedures. Particular attention should be paid, but not limited, to the following:
  - a) Ensuring Health and Safety at Work and the promotion of high standards of health and safety, fire precautions and prevention.
  - b) Ensuring high standards of health and hygiene.
  - c) Ensuring an understanding of and respect for confidentiality and GDPR regulations. The post holder will not disclose to an unauthorized person any confidential information acquired through official duties unless they have received official permission to do so.
  - d) Equity & Diversity

In the event of exceptional circumstances, or circumstances/conditions beyond the control of the Charity staff are required to arrive for work as normal.

Staff will be asked to help their colleagues, in any area, to help business continuity and ensure the smooth running of the Charity.

## **PERSON SPECIFICATION**

<b>Experience</b>	<b><i>Essential:</i></b> <ul style="list-style-type: none"><li>• Strong commercial awareness</li><li>• Proficient leadership, organizational and supervisory skills</li><li>• Sound financial awareness, including experience of managing and controlling budgets/funding/audits</li><li>• Proven track record of achieving objectives, pipeline value and qualified leads per month</li><li>• Reporting to define relevant sales goals</li><li>• Experience of relationship building and partnership working</li></ul>
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	<p><b><i>Desirable order:</i></b></p> <ul style="list-style-type: none"> <li>• Knowledge of construction industry</li> <li>• Experience working with the public or third and community sector</li> <li>• Understanding of education funding streams</li> <li>• Experience in working with, and implementing systems and procedures</li> <li>• Military background</li> <li>• Process and systems orientated</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Business acumen.</li> <li>• Strong contractual knowledge.</li> <li>• Strong analytical skills with ability to negotiate business terms.</li> <li>• Professional yet affable disposition.</li> <li>• Cultivating strong relationships with new partners, while maintaining existing partnerships</li> <li>• Solution focused, resolving contractual and commercial problems.</li> <li>• Exemplary written and verbal communication skills.</li> <li>• Good interpersonal skills to work closely with employers and colleagues and represent the charity professionally.</li> <li>• Ability to initiate, plan and prioritise workloads and meet tight deadlines including an ability to work across several projects at once.</li> <li>• Computer literate skills across Microsoft Office including Word, Excel, PowerPoint, and Outlook.</li> <li>• Problem solving aptitude.</li> <li>• Awareness of diversity issues and works in a positive, non-discriminatory way.</li> </ul>
<b>Qualifications</b>	<p><b><i>Requirements:</i></b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years relevant experience in business development or similar field.</li> <li>• Management /Professional qualification</li> <li>• Ability to generate revenue.</li> <li>• Strong organisation and project management skills.</li> <li>• Commercial experience.</li> <li>• Understanding of education funding streams</li> <li>• English &amp; Maths grade 4 and above/GCSE C</li> </ul>



**Enhanced Employee Opportunities:**

- Benefits and flexibility
- Flexible hours across Monday to Friday
- Varied opportunities
- Shared values