

Role overview

As a member of Damar's business development team, you will sell the benefits of apprenticeships to employers and help them plan and manage apprenticeship programmes that meet their organisational needs and develop the skills of their people. You will be happy working autonomously and to agreed targets.

- Location: As set out in your terms and conditions of employment
- Normal hours of work: As set out in your terms and conditions of employment
- Reporting to: Divisional Manager for Business Development

The contents of this job description are not exhaustive. You may also be asked to perform other related duties relevant to the level of your role to meet the ongoing needs of our business.

Key responsibilities

- Generate new business through existing client relationships
- Develop new client relationships and new business
- Proactively making calls and driving up new business pipelines
- Working closely with programme managers and training team managers to ensure that our delivery meets business objectives
- Demonstrate strong product knowledge to clients
- Manage the recruitment of apprentices by your employers
- Promote the benefits to employers of apprenticeships for existing staff
- Actively networking and attending customer engagement events
- Achieve and exceed monthly targets set
- Maintain accurate and up to date client records

Skills

- Excellent customer service and communication skills, both in writing and face to face/by telephone
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience with CRM systems
- The ability to plan work and to exceed set targets

Knowledge and qualifications

- Strong product knowledge including Apprenticeship Standards and Funding
- Business to business sales experience
- Track record of achieving results in a target-driven sales environment

Personal attributes and behaviours

- Be self-motivated and driven
- Enjoy working towards targets and take pride in exceeding them
- Be professional, personable and approachable
- Be a team player
- Flexible with the ability to work around changing business needs
- Honesty
- Integrity

JOB DESCRIPTION Business Development Manager

DEPARTMENT Business Development



- Trustworthiness

Additional requirements

- To comply with the requirements of our Employee Handbook
 - To promote the equality of opportunity within our organisation
 - To demonstrate commitment to safeguarding and promoting the welfare of all learners
 - An enhanced Disclosure and Barring Service (DBS) check is a requirement of all roles at Damar that may include sole supervision of young people or vulnerable adults
 - A car, insured for business use and full driving licence
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