

PERSON PROFILE

POSITION: Business Development Advisor

TEAM: Employer Engagement Team

QUALIFICATIONS	ESSENTIAL/ DESIRABLE (E/D)	TO BE IDENTIFIED FROM: (AF/QC/I/E/R)
4 GCSEs or equivalent including English at Grade 4/C or above.	E	AF/QC/E
Educated to Level 3 or above.	E	AF/QC/I
Qualification in sales (ISM) or similar.	D	AF/QC
KNOWLEDGE		
Knowledge of the education sector.	D	AF/I
EXPERIENCE		
Minimum of 1 years' experience in a business development/B2B sales role.	E	AF/I/R
Experience in identifying/generating new sales/customer leads and meeting employer need.	E	AF/I
SKILLS AND ABILITIES		
Proven track record of gaining results/exceeding targets.	E	AF/I
Excellent attention to detail.	E	AF/I
Ability to build positive relationships/work effectively with internal and external personnel.	E	AF/I/R
Excellent IT skills.	E	AF/I
Excellent interpersonal, verbal and written presentation/communication skills.	E	AF/I
Excellent organisational and time management skills.	E	AF/I

Current driving licence.	E	AF/I
CHARACTERISTICS		
Positive/enthusiastic attitude.	E	AF/I
Team player.	E	AF/I
Have an entrepreneurial flair and the ability to build strong relationships with a range of employers.	E	AF/I
Professional and highly organised.	E	AF/I
Adaptable and enjoy working in an ever-changing, fast-paced environment.	E	AF/I
Display initiative and be solution focussed.	E	AF/I
Committed to continuous improvement.	E	AF/I
NLTG REQUIREMENTS		
Commitment to Equality and Diversity.	E	AF/I/R
Good sickness and attendance record.*	E	AF/I/R
Current Driving Licence	E	AF/I/QC

*NLTG does not want to appoint team members with a poor sickness/attendance record where there is no underlying medical reason.

This does not affect any individuals' rights under the Equality Act.

AF = Application Form

QC = Qualification Check

I = Interview

E = Exercise

R = Reference

This role falls under the scope of regulated activity	YES
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