

JOB DESCRIPTION

JOB TITLE: Business Development Advisor
DEPARTMENT/TEAM: Learner & Employer Engagement
REPORTING TO: Business Development Manager
DIRECT RESPONSIBILITY FOR: No-one

JOB PURPOSE

To provide an outstanding employer engagement service by actively engaging with employers to promote NLTG programmes/services and ensure all opportunities are maximised to secure new and repeat business.

KEY DUTIES/RESPONSIBILITIES

Secure new business opportunities through active engagement with current/sourcing new employers (predominantly across the North West and Yorkshire) to promote NLTG Apprenticeships, Traineeships, training programmes and commercial courses.

Build strong relationships with employers, responding to enquiries and providing outstanding levels of information and advice.

Work closely with the wider Learner & Employer Engagement Team to maximise all opportunities to generate starts and vacancies.

Attend appointments with employers/potential learners, to provide up to date information regarding NLTG programmes and associated funding.

Assess individual employer requirements and select the most appropriate training solutions to meet business/learner need via training needs analyses.

Where appropriate, signpost employers to alternative/additional support/training outside NLTG's remit/portfolio.

Actively implement new sales strategies and initiatives.

Remain topical with regards to learner/employer eligibility, Government initiatives, funding, grants and NLTG opportunities etc.

Use NLTG's bespoke Customer Relationship Management systems to record/manage/track employer and engagement activities.

Ensure all paperwork is processed correctly, efficiently and submitted as per NLTG requirements.

Undertake outbound sales calls and book appointments for the Business Development Consultants as required.

Contribute to the continuous improvement of employer engagement processes to ensure targets are met.

Liaise with a range of NLTG departments and personnel to ensure up to date awareness of NLTG programmes/services.

OTHER INFORMATION (PHYSICAL CONDITIONS)

Place Of Work: The Old Bakery, Grange Lane, Accrington, BB5 2BU.

Working Hours: 35 hours per week (Monday to Friday).

Probationary Period: 12 months.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

NLTG is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. All staff must adhere to NLTG safeguarding policies and procedures in line with training given and the arrangements detailed within the NLTG Employee Handbook

TRAINING AND PERFORMANCE MONITORING

Initial Training Plan details training and developmental activities with mentor assigned to oversee progress. Employee will have a minimum of 2 performance reviews per annum with at least 1 interim update of progress.