

Business Development Officer

Location: Penzance

Salary: By negotiation- dependant on experience

Job type: Full-time, Permanent (subject to satisfactory completion of 3-month probation period)

Reporting to: Managing Director

An exciting opportunity has arisen for a Business Development Officer to join the team at Digital Peninsula Network Ltd, Penzance. Digital Peninsula Network (DPN) is a technology-driven, dynamic organisation which offers a range of services including training provision, networking events and marketing support. DPN is looking for a sales driven individual with a background in Further Education to assist with the delivery of European Social Fund and Skills Funding Agency projects and ensure all targets are achieved by the project deadline in March 2018.

Job Purpose:

As a Business Development Officer, you will be responsible for promoting and engaging both businesses and individuals in training throughout Cornwall.

The role is key in co-ordinating and supporting the links between DPN and businesses across Cornwall. You will work with DPN's existing database and engage new businesses to ensure that all project targets are met.

Key Responsibilities:

- You will engage businesses and individuals in European Social Fund and Skills Funding Agency funded training and apprenticeships to fulfil the requirements of the contracts held by DPN.
- You will develop marketing strategies for engaging new businesses, in line with DPN's strategic aims and objectives.
- You will implement and deliver a sales strategy that meets the needs of local employers and individuals.
- You will ensure outstanding customer service is delivered through initial and ongoing engagement with employers and individuals and develop and maintain excellent client relationships.
- You will monitor the progress of learners enrolled on training courses and ensure that course retention, achievement and success rates exceed the required level set by the SFA.
- You will submit progress reports to the Managing Director, ensuring that the data is accurate, as and when requested.
- You will work flexibly and fulfil the above tasks, in addition to any other tasks required by DPN efficiently and with a high level of accuracy to maintain the highest professional standards and practices.



Person specification:

Attributes	Essential requirements	Desirable requirements
Education and Qualifications	A good Standard of General Education GCSE in Mathematics and English A-C or Equivalent	Degree or Equivalent qualification
Experience and Knowledge	Proven experience of providing first class customer service Experience of complying with policies, procedures and timescales	Experience in a recruitment, sales or business development role Knowledge and experience of working in a Further Education Environment Knowledge and experience of funded training models including ESF and SFA Knowledge of Apprenticeships
Skills and Personal Qualities	Proven working knowledge of Microsoft Office including Outlook, Excel and Word Excellent interpersonal skills and ability to communicate effectively and confidently both verbally and in writing Ability to establish, develop and maintain excellent working relationships with a wide range of clients Proven drive, energy and ability to deliver challenging targets Ability to work independently and unsupervised as well as part of a team Ability to work under pressure maintaining accuracy and professionalism	A full UK driving license and the use of a vehicle would be an advantage but is not essential Proven sales and business development skills

Career Progression

This position would be ideally suited to somebody who is committed to a career in Further Education and opens up a wide range of options for career and personal development.

