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| **Job Description** |

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| **Post:** Business Enterprise Developer | **Hours of Work:** 37 Hours per week (43 weeks) |
| **Reports to:** Director of Learner Services and Projects | **Campus:** Benfleet |

**Main purpose of job**

The post holder is responsible for co-ordinating the new learning company enterprise programme for the college group. The post holder will be involved in building an internal agency responsible for a variety of different projects; providing an innovative approach to work related learning across several departments,

**Duties and responsibilities**

* Work to build and develop links with employers and organisations to promote the service opportunities offered by the Learning Companies
* Be responsible for generating new business opportunities and liaising with clients directly to understand their business needs
* Be able to write client proposals supporting the student tender process
* Develop record keeping systems and produce streamlined processes
* Providing administration support and effective planning
* Be able to demonstrate experience in using own initiative, planning daily activities to maximise business opportunities and support in curriculum teams as required

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  | * Degree qualified or equivalent
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| **Experience and knowledge** | * Successful experience of business development activities
* Ability to demonstrate effective leadership skills and inspire others, team player and to deliver against set targets
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| **Skills and attributes** | * Be capable of taking responsibility for multi functions involving staff, learners, employers, stakeholders, resources and college events
* Be able to develop a rapport with employers and external partners and to act an ambassador on behalf of the college
* Able to function in a highly autonomous role
* Be creative and lateral thinker to promote work based learning growth and enhance current business features
* Have the ability to communicate effectively at various levels internally and externally
* Have the ability to resolve conflict and deal with criticism
* Have an aptitude for critical reflection and innovation
* Have the ability to use the IT systems and CRM database
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**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** ……………………………..……………… **Date**: ……..…………………………

**Line Manager:** …………………..………………………… **Date**: ………..………………………