

## Job Description: Business Development Administrator

### Role Specific

1. Develop and maintain systems (including the employer database) and procedures which will ensure a quality service and be responsive to need of employers, apprentices and staff
2. Deliver a customer focussed service supporting the college's apprenticeship provision and ensure excellent after sales support
3. Maintain efficient systems including the DAS (Digital Apprenticeship Service) system
4. Assist employers with recruiting via the apprenticeship levy scheme to set up and maintain accounts
5. Support and develop relationships with the sales team to recruit new business
6. Producing administrative support to provide accurate contracts for employers
7. Work closely with the recruitment and apprenticeship delivery team to assist with delivery of targets
8. To assist in maintaining strong relationships with employers, applicants and other stakeholders
9. To assist in the planning, co-ordination and delivery of recruitment events
10. To follow up on generated leads with employers in order to develop business growth opportunities
11. To thrive in a busy and target driven environment

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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<b>Person Specification</b>	<b>Business Development Administrator</b>
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	<b>Essential</b>
Level 3 qualification in marketing or business	<b>Essential</b>
<b>Training, Experience and Knowledge</b>	
Experience with working in an administrative support role	<b>Essential</b>
Experience of working in a sales/ customer facing environment	<b>Essential</b>
Ability to maintain relationships with internal and external customers	<b>Essential</b>
Experience with working with databases	<b>Essential</b>
Experience of working in an educational/ training environment	<b>Desirable</b>
<b>Personal Skills and Attitudes</b>	
Excellent IT skills with ability to use Microsoft Office applications to a high standard	<b>Essential</b>
Excellent organisational skills and ability to meet deadlines/targets	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	<b>Essential</b>