

EMPLOYMENT VACANCY

BUSINESS DEVELOPMENT OFFICER (REFERRAL PARTNERS)

Location: Brighton
Salary: £23,000 – £26,000per annum
Hours: Monday - Friday, 08.30 – 17.00

Tempus Training is a leading Independent Training Provider, delivering programmes of learning across the UK through a range of Government funded contracts. Currently delivering over 600 courses per month, we support thousands of learners to gain the skills and qualifications to develop their careers and improve their lives.

Due to on-going expansion, we have a new vacancy for a tenacious and driven Business Development Officer to work with Job Centres, Probation and Youth Employability Services and other referral partners to engage new learners, highlighting the benefits of our programmes to support towards and into employment.

Job Purpose:

To identify and develop strong and positive relationships with referral partners to ensure a sustainable source of client referrals to our programmes.

Your role will be key in finding the pipeline that will enable us to deliver on our ambitious growth strategy of doubling the number of learners we support.

This will involve researching and identifying new opportunities for collaboration and communicating across multiple channels as well as representing the organisation at events and networking opportunities, sharing key messages and building our reputation to generate new partnerships.

You'll be responsible for developing and maintaining relationships with current referral partners which include: Job Centre Plus, Probations Services, justice organisation, housing associations, support groups and other third sector organisations.

This position provides an opportunity to be creative in engaging and involving both existing and new referral partners with an innovative approach to in-person and online events/activities.

You'll need to record and maintain accurate records and produce monthly reports on referral activity, so a working knowledge of MS Office applications is desirable as is the ability to be able to keep your cool under pressure in order to manage competing demands for your time and respond quickly to problem solve as issues arise.

About You

You will be a self-starter, action orientated and have excellent organisational and networking skills, to enable you to build and maintain successful partnerships to encourage referrals to our services.

A highly organised and positive individual, you will be passionate about supporting individuals to thrive in work and life. You will be a strong communicator, both verbally and in writing, be able to multi-task, think on your feet and bring a determination to meet our aim of helping as many individuals as we can get into work.

Experience

- Proven experience of generating leads through networking/relationship building either in a sales, recruitment or not for profit role
- Experience of delivering presentations both virtual and face to face to a wide variety of audiences
- Experience of producing reports, spreadsheets and power point presentations
- Experience of providing exceptional customer service
- Previous experience of working in a similar role with referral partners and unemployed groups (desirable)

Skills and Aptitude

- The skills and confidence to liaise with, influence, provide support to, and develop relationships with referrers, clients and volunteers
- Good understanding of current digital and social media platforms
- Excellent written and oral communication skills, with the ability to write and present clearly and concisely
- Excellent administrative and organisation skills
- Ability to problem solve and work to deadlines under pressure
- Self-motivated, able to work on own initiative as well as part of a team
- Ability to make effective use of a wide range of IT and digital applications
- Committed to continuous professional development and maintaining pace with industry trends and developments

If you would like to learn more about this role, please click 'Apply' today!

Call **Alistair Brindle** on: 01273 980 243
Or email: recruitment@tempustraining.co.uk

All posts are subject to an enhanced Disclosure and Barring Service check.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. We are an equal opportunities employer.



Applicants must have a valid legal permit or right to work in the United Kingdom