## Job Description & Person SPECIFICATION

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| **Post Title:** | Business Development Executive – UK Sales |
| **Responsible to:** | Director of Sales and DTC |
| **Posts Reporting to this Post:** | Direct of Sales and Digital Time Credits |
| **DBS Required Level:** | Standard |
| **Date of Description:** | August 2020 |

**Role Description**

Tempo is recruiting for a significant role within our business development sales team. We supply a number of public service organisations across England and Wales. We presently have a significant employment opportunity for an experienced Territory Manager / BDM / Accounts Manager with Public Sector experience to focus on the England and Wales.

Reporting to the Director of Sales and Digital Time Credits of this established charity you will take ownership of high value, public sector focused leads and opportunities and convert them to new customer contracts. You will be empowered to develop and retain accounts and relationships whilst identifying new opportunities where products and services can be introduced to new areas in England and Wales. Tempo has an enviable reputation of delivering success in public sector for the development and enhancement of our socio-economic outcomes.

You will drive and coordinate business development for Tempo across the United Kingdom, with a specific focus on bringing on developing a pipeline and closing sales. Working with the business development team, you will help increase the reach and impact of our work, playing a key role in supporting the organisation to grow in line with our company vision and strategic objectives. You will work closely with others to identify, develop and write new proposals and tenders, coordinate and report on business development activity, pitch to new potential clients and develop new business resources. You will be responsible for commissioning or contracting business and the hand over to the programmes team for delivery.

You will have significant experience of writing high quality grant tenders, including familiarity with the public sector procurement process in the UK. You are able to communicate effectively about our work, build relationships quickly and collaborate with team members to achieve a goal. You are target driven, with the ability to stay on top of a varied and demanding workload.

**Key Responsibilities**

Identifying opportunities

Developing and managing a pipeline

Building relationships

Developing bids and proposals

Presenting bids and proposals

Closing sales

Managing the sales to delivery transition

Managing the sales renewal process

To carry out health and safety responsibilities in accordance with the Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the band, as may be reasonably required by Tempo, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

*Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.*

**PERSON SPECIFICATION**

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The Knowledge/Education and Experience/Skills sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The Competencies section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The Special Conditions section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE / EDUCATION | * Knowledge and proficiency in the use of Microsoft Office packages |  |
| EXPERIENCE / SKILLS | * Experience in business development, lead generation and proposal or grant writing * Communications, including presentations, proposal and report writing | * Designing & implementing new initiatives * Understanding of community, public and voluntary sectors * Understanding of health & social care services |
| **COMPETENCIES** | | |
| **WORKING WITH OTHERS** | | |
| **Building & Maintaining Relationships** | * Actively engages partners and encourages others to build relationships that support Tempo objectives * Adapts style to work effectively with partners, building consensus, trust and respect | |
| **Stakeholder Focus** | * Seeks to understand requirements, gathering extra information when needs are not clear * Presents Tempo positively by interacting effectively with stakeholders * Delivers a timely and accurate service | |
| **Communicating & Influencing** | * Influences others and gains buy-in using compelling, well thought through arguments * Negotiates effectively to deliver Tempo priorities * Presents a credible and positive image both internally and externally | |

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| **LEADERSHIP** | |
| **Decision Making** | * Takes decisions as necessary on the basis of the information available * Involves and consults internal and external stakeholders early in decisions that impact them |
| **DELIVERING RESULTS** | |
| **Planning & Organising** | * Makes contingency plans to account for changing work priorities, deadlines and milestones * Identifies and consults with sponsors or stakeholders in planning work * Pays close attention to detail, work is delivered to a high standard |
| **ORGANISATIONAL CONTEXT** | |
| **Organisational Awareness** | * Uses understanding of Tempo’s complex partnership arrangements to deliver effectively * Recognises how political changes and sensitivities impact on own work |
| Special conditions | * Flexible regarding working hours. * Willingness & ability to travel independently. * Some regional travel and national travel with overnight stays. |