## Job Description & Person SPECIFICATION

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| **Post Title:** | Business Partnership Associate England |
| **Responsible to:** | Director of Operations |
| **Posts Reporting to this Post:** | None |
| **DBS Required Level:** | Standard |
| **Date of Description:** | August 2020 |

**Role Description**

You will drive and coordinate the sales activities for Tempo across England, with a specific focus on bringing on new business which is reflective of the market research and the consumer experience.

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 establish new sales opportunities at a local and regional level, pitch to new potential clients and develop new business resources. You will be responsible for the quality development of our network.

You are proactive and passionate about communities and about creating positive, lasting change that builds on the skills and assets of all. You have significant experience of business to business sales, customer engagement and enable customers to understand the features and benefits of Tempo. 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**

* Meet and exceed demanding Sales Targets
* Finding out the contact details of key decision-makers (known as prospects) who work for the businesses you want to sell to
* Contacting prospects using a variety of methods, including calls, emails or sales letters
* Arranging and attending meetings
* Reconnecting with past prospects to reintroduce them to Tempo
* Liaising with internal departments, like marketing and operations, to gather information to support your sales pitches
* Updating the business’ CRM (Customer Relationship Management) software with buyers’ details and information of where they are in the sales process
* Nurturing leads, closing sales contracts, and upselling to current customers

**In addition;**

* 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 * Managing external relationships | * Designing & implementing new initiatives * Understanding of community, public and voluntary sectors * Understanding of health & social care services * Welsh speaking |
| **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. |