

JOB DESCRIPTION

JOB TITLE:	Business Development Executive
DEPARTMENT:	Business Services Unit (BSU)
RESPONSIBLE TO:	Head of Business Services and Commercial Training
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	Develop new and maintain relationships with employers to generate business opportunities against specific and measurable targets.

1. Main Tasks and Responsibilities

- Carry out lead generation activity for apprenticeships, commercial and adult training courses.
- Discuss training needs with employers for existing staff to seek out upskilling onto apprenticeships and other commercial opportunities.
- Promote apprenticeships to existing and new employers, to obtain placement opportunities.
- Support levy and non-Levy paying employers with the end-to-end online and paper-based processes for recruiting or upskilling staff into apprenticeships within their company.
- To support and attend Learner engagement activities and events. internally and externally to the college.
- Regularly update the College employer database, recording all employer information to report outcomes against targets.
- Keep accurate records associated with apprenticeship funding, to ensure data is available for audit reporting purposes.
- Be responsible for keeping up to date with developments in the economy, developing a sound knowledge of the industry, sharing intelligence with colleagues, and building close working relations with employers.
- Liaise with the marketing team to support the plan of advertising and promotional campaigns to our internal and external audiences regarding Apprenticeships.
- To undertake general administrative duties and processes within the department.
- Attend all meetings related to your role as required.

2. General Duties

- Work to ensure implementation of the college's policies and procedures including Safeguarding/Equality and Diversity requirements.
- Participate in staff development activities.
- Undertake such duties as may be required of you, commensurate with the post holder's grade and general level of responsibility at his/her initial place of work, or any other establishment for which the College provides services.

BENEFITS OF WORKING AT CHELMSFORD COLLEGE

Why work for us? We offer our staff the following:

Work Benefits

- Generous annual leave entitlement - 50 days for academic staff
- Special Leave provisions
- Work From Home:
 - Academic: 20 days per year
 - Business Support: Agreed with Line Manager
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Staff Recognition Awards
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

Health Benefits

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

Financial Benefits

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers' Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon - The Princes Salon

Professional Development Benefits

- Excellent professional development opportunities - including 10 professional development days each year
- Back to Floor Days 1.5 days per year
- Free membership to on-site library/learning centres