

Business Development Administrator (Apprenticeship)

Salary: £23,322 - £25,830 per annum pro rata (Grade 4)

Contract type: Full-time, Permanent, Apprenticeship

We're looking for a highly organised individual with a good eye for detail and passion for administration to come and join our Business Development team as a Business Development Administrator Apprentice. This position provides a chance to acquire new skills while also earning an income.

Apprenticeship

Apprenticeships offers the opportunity to acquire knowledge and skills through on-the-job training, working alongside experienced professionals. During this process, individuals will complete a Business Admin Level 3 qualification with the support of ACT training provider, and they will benefit from having a designated mentor or supervisor in the workplace. Successful completion of the apprenticeship will necessitate fulfilling the requirements of a specified qualification.

Who can apply

Anyone living in Wales over the age of 16 not in full time Education can apply.

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

The post-holder will work within the sales and marketing function at the WJEC. As part of the role, you will work closely with all divisions within the directorate and provide administrative support to all team members. The post holder will be responsible for engaging regularly with all teams and stakeholders throughout the lifecycle of the sales process. The role currently reports directly into the Business Development Director.

About you

To thrive in this role, you will need a basic understanding of administrative processes, with experience of the sales process and lifecycle being advantageous. You will be a strong communicator and self-motivated individual with a strong attention to detail. You will require a proficient grasp of IT packages and work well within a team and enjoy learning about new sectors.

Benefits

We offer a range of excellent benefits and take pride in being an inclusive and supportive place to work. Highlights include: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59, Sunday 24 March 2024

We reserve the right to close the vacancy subject to a minimum of 24h notice, should sufficient applications be received.

JOB DESCRIPTION

Job Title:	Business Development Administrator Apprentice
Department:	Business Development
Section:	Sales & Marketing
Responsible to:	Business Development Director
Grade:	4
Location:	Hybrid – Western Avenue
Main purpose of Job:	

The Business Development Administrator (BDC) will support the Business Development department and Regional Representatives (RR) team to deliver our growth and retention activity. As an Apprentice in the Business Development department, the BDC receive suitable on-the-job training, supervision, and guidance. The individual will contribute to the efficient, effective, and professional delivery of administrative services to support the broader function of the department.

The BDC will act as a conduit between the RR team and the wider sales and marketing function to ensure that we maximise the return on the marketing campaigns. This will involve supporting with the creation of business development presentations, carrying out marketing research, attendance at trade and marketing events and updating social media portals.

The BDC will be responsible for supporting the Business Development Director (BDD) with reporting on the progress of sales and marketing activity through the creation of monthly key performance indicator data reports.

The BDC will be responsible for the coordination of the England and Wales stakeholder groups and ensuring that attendance at these events is maximised.

The Business Development Administrator will plan and coordinate the Commercial board meetings, taking minutes and supporting the governance of the commercial board.

Principal Duties and Responsibilities:

- Conducting market research to identify new business development opportunities.
- Establishing and maintaining effective relationships with customers via email, phone, and in-person.
- Coordinating and arranging client events, meetings, appointments, and conferences.
- Assisting with the preparation of presentations and pitches for prospective clients.
- Writing and distributing agendas, proposals, and briefing documents for internal and external meetings.
- Creating and maintaining client databases and mail lists.
- Tracking submitted proposals and providing feedback to management.
- Providing effective administrative support.

Person Specification

Job title: Business Development Administrator Apprentice

Department: Business Development

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Well-developed written and verbal communication skills
- Excellent digital literacy and data reporting skills
- Planning and Organisational skills
- Market research skills
- Customer Service skills
- Experience of providing administrative support.
- Ability to work as part of a team.

Desirable

- Project Coordination Skills
- Social Media Selling Skills
- Telemarketing Experience
- Welsh language skills, both written and oral.

Knowledge

Highly desirable

- An understanding of sales and marketing principles
- An understanding of the sales cycle

Desirable

- An understanding of the education sector (school and further education)

Experience

Highly desirable

- Experience of working within a sales, marketing, or business development function
- Experience of preparing presentations or reports for Senior Management

Desirable

- An understanding of the education sector (school and further education)
- Experience of working within a sales, marketing, or business development function in the educational sector

Training / Qualifications

- Minimum 5 GCSE's or equivalent at grade C or above

Other Requirements

Desirable

