

Role Profile

YH Training Services Ltd
 Head Office
 37-39 Falsgrave Road
 Scarborough
 YO12 5EA



Post Title: **Business Development Advisor – South Yorkshire p/t**

Salary Package: £20,400 pa pr including 5% benefit option package and immediate life assurance cover. Bonus accessible for additional business obtained over minimum target requirements.

Location / Hours / responsible to: Summary of role and main responsibilities	
<p>Location: <i>Doncaster Learning Centre, Unit 1, First Floor, 1-7 Portland Place, Doncaster, DN1 3DF</i></p> <p>Hours of work . <i>minimum 18 per week, hours to be arranged. Responsible to – Centre Manager.</i></p> <p>Main Aim of Role - <i>To actively increase our learner occupancy level in South Yorkshire.</i></p>	
General duties and responsibilities	Skill / Ability / Communication
<ul style="list-style-type: none"> - Make sufficient calls and visits/presentations to businesses to generate a minimum of 100 learners per year (for 18 hours per week, ft equivalent 210 learners). This figure to be predominantly Apprentices, in the required occupational areas to be stipulated by Centre Manager. - Completion of weekly and monthly reports as per company guidelines. - Contacting of previous employers to determine the possibility of repeat/new business, recording and logging all information onto relevant documentation. - Make effective Customer Service calls to a YH customers on an ongoing basis to ensure highest possible care/service is given, and obtain additional/repeat business. - Liaise with Customer Liaison Team at Head Office to arrange press coverage of worthy media events i.e. Certificate presentations, specific achievements together with regular press releases of Company-wide news e.g. Accounts exam results. - Attend Career Events as and when required, to raise awareness of the Company and promote its services. - Any other duties relevant to the provision. 	<ul style="list-style-type: none"> - Ability to build and maintain effective relationships with a broad range of people. - Ability to work systematically and prioritise workload - Demonstrate achievement of targets and working to deadlines - Able to respond quickly to change - Strong written and verbal communication. - Outgoing, friendly and confident character, with good perception and motivation - Able to respond flexibly to the demands of the role. - Be open to Personal Development and willing to undertake further training - Fully committed to the development of individuals/businesses. - Be comfortable with stand up delivery - Fully committed to financial probity.
Company Responsibilities	Professional Training & Qualifications
<ul style="list-style-type: none"> - To maintain all records in line with YH and Funding Agency procedures and requirements - To maintain own Continuous Professional Development with the support of YH, ensuring that minimum training hours are met and recorded & to ensure knowledge and skills remain current and up to date - Be aware of and adhere to Company Policies, practices & procedures as detailed in the Employee Handbook - Undertake additional duties commensurate with the level and salary step for the role. 	<ul style="list-style-type: none"> - Training Provider Experience - Vocational experience and knowledge - Customer Service Qualification - Full Clean Driving License - Access to own vehicle - Proven delivery of achievement in similar environment