



## **Tech Lancaster Business Development Manager - Job Description**

Tech Lancaster is growing and we are looking for a new team member to help deliver Skills Bootcamps and develop our business. You will be joining a small team where you will have the opportunity to make a difference to Tech Lancaster on its journey but also in the community as Tech Lancaster enables people to access free skills training to kick start their careers.

We are looking for a confident person that is comfortable in working within small teams and independently. You will need to be a self starter full of enthusiasm, a flexible mindset and the ability to spin multiple plates at any one time!

### **Responsibilities for Business Development Manager Position**

- Employer Engagement - proactive identification of employers (supported by industry) and working with employers to understand their skills needs and businesses.
- Partner Engagement - working with partner organisations to advocate delivery of programmes and explore new business development opportunities. Working with partners to develop a roadmap for a sustainable business model and new services focussed around TL's hybrid, **agile** approach.
- Stakeholder Engagement - engagement with DWP, electech trade organisations, Universities, Local Councils, Supporting organisations to raise awareness of our bootcamp courses and drive potential participants toward the course. colleges, universities, professional institutions (e.g. IET) and Skills hubs
- Funding - Identifying and applying for funding opportunities to support ongoing activities.
- Advocating marketing activities - supporting aspects of the day-to-day marketing activities - working with partners and subconsultants.
- Programme Operations Support - supporting the programme manager with programme planning and delivery.
- Participant engagement - working with an admin assistant, and programme participants to help keep participants on programme - which is key to our success. Helping provide a friendly face to participants capturing good news, feedback and lessons learnt.

### **Person Specification**

- 4 GCSEs including Maths and English, or numerical equivalents or proven ability/experience.
- Reliable and conscientious.
- Ability to work unsupervised.
- Ability to talk confidently on the telephone.

- Organised and professional with an ability to manage own time and multitask.
- Experience in a business development role is desirable but not essential.
- Experience of talking with people from all different backgrounds,
- Experience in the education sector would be beneficial.

### **Contract Terms**

- Initial 12 month contract with possibility of permanent role thereafter
- 35k-45k per year pro rata depending on experience
- Typical 37.5 hour week (with flexi-time available) - Part Time or Job Share options available.
- Home working or Desk Space provided in (Lancaster, UK)