

**Business Development Executive**

**Salary £28,000 - £35,000**

**About EngineeringUK**

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow’s engineers. We work locally, regionally, and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to understand the engineering sector and the skills it requires. We work in partnership with these organisations to develop and promote effective initiatives and programmes to inspire young people to consider a career in engineering.

**About the role**

The support of companies and stakeholders is vital to the success of EngineeringUK, both in terms of funding our key programmes, like the nationally recognised Big Bang Programme, as well as participating in the EngineeringUK Skills Partnership, through our Corporate Membership programme, which provides members with access to a network with a shared belief the UK needs more, and more diverse engineers and that a concerted, informed collective effort can make that happen.

EngineeringUK has built a credible and ongoing relationship with many leading businesses in the manufacturing, engineering and technology sectors, with many major companies in the Aerospace, Engineering and Energy sectors supporting us. We need to build on this, encouraging more companies to become involved in our work, with particular focus on growing support from sectors including: Digital, Pharmaceutical, Sport, Telecommunications, Healthcare, Computer Gaming and Food & Drink; all of which need science, technology, engineering and maths (STEM) skills.

Reporting to the Head of Business Development, you will research various market sectors, identifying market trends, key companies and identify the most appropriate department/person to engage with to promote EngineeringUK programmes.

EngineeringUK is based at 10 Lower Thames Street, London EC3R 6EN though all staff are currently working from home in line with government guidelines and we are likely to adopt a blend of home and office-based work in the future. The role is likely to include occasional travel around the UK.

### **Role responsibilities**

Working in the Business & Industry directorate, the Business Development Executive (BDE) will focus their efforts on supporting the work of the Business Development Team, securing new relationships in existing and new sectors. The role will promote key EngineeringUK programmes, with a view to securing long term financial partnerships.

This will involve the following areas of focus:

* New Business Development: Researching, identifying, and targeting business relationships with companies in new sectors, working with the wider team.
* Account Management: Supporting the ongoing relationship management of clients, alongside Business Development Managers. This includes engaging existing contacts, establishing new targets and supporting the completion of necessary documentation, for example proposals, invoices, and contracts.
* Working closely with programme teams to clearly understand sponsorship opportunities and to align them with client needs.
* Updating our Salesforce CRM system with required information to enable a clear and visible understanding of progress against KPIs for the Business Development team and the organisation as a whole.
* Undertake other support tasks for the Business Development Team, in the management of external clients, as well as communication and co-ordination with internal teams.
* The role is likely to involve occasional travel, in support of our work, and may include attending other relevant STEM industry events.

## **Other duties**

This job description sets out the requirements of the role at the time it was drawn up and which may change over time. The Business Development Executive will be expected to undertake other tasks or duties as required; work in line with EngineeringUK’s Quality Management System (QMS); and comply with EngineeringUK’s data protection policies at all times.

**Person specification**

### Educational requirements

* Evidence of researching and identifying business opportunities across various sectors.

### Essential experience and attributes

* Strong interest in Business Development.
* Good knowledge and experience in researching industry sectors and companies to help identify opportunities.
* Ability to create, maintain and develop effective working relationships with clients, as well as with colleagues in the organisation.
* A strong team player who enjoys working collaboratively for the mutual benefit of the organisation.
* An interest in consultative selling by identifying and understanding customer needs and translating these into solutions.
* Experience of writing in a professional context.
* Ability to think creatively and innovatively.
* Attention to detail, ensuring that high levels of quality are achieved.
* Strong communication skills and ability to use MS Office, including Word, Excel and PowerPoint.

### Desirable experiences and attributes

* Some experience of working with businesses in different sectors.
* An appreciation of the importance of STEM in the future skills of young people.
* Familiarity with CRM systems.

**Applying for this role**

Please send a CV and statement in support of your application (detailing how you fulfil the key criteria for the role) by email to [HR@engineeringuk.com](mailto:HR@engineeringuk.com), quoting the job title in the subject of your email. **Your personal statement should include a short paragraph on each of the criteria listed in the Person Specification to show why you would be a suitable candidate for this role.**

The deadline for applications is before 12:00 noon on 16th April 2021.

First interviews will be held on w/c 26th April 2021 and second interviews in early May 2021.

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification.

If you would like us to make any specific arrangements to facilitate a fair interview due to a disability, please let us know*.*

We aim to notify candidates who have been shortlisted on 23rd April 2021. If you have not heard from us after this date, please assume that you have not been successful.

*EngineeringUK is an inclusive organisation; we welcome everyone from all talents and backgrounds. Each applicant is assessed solely on the basis of personal merit and qualifications, regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.*