

JOB DESCRIPTION

Job title: Trainee Business Development Manager (volunteer)
Reports to: Managing Director

Job purpose:

To manage and foster relationships with new and existing organisations in order to generate revenue opportunities.

To effectively liaise with colleagues and internal teams to support and meet customer needs.

Main responsibilities:

- Agree to individual strategies and action plans with the Directors and review progress monthly
- Report monthly on achievement against agreed objectives and activity levels to the Director
- Maintain database for both current client and partner organisations and new prospects to provide a platform for effective marketing communication ensure that records are correct and up to date
- Complete and distribute contact reports after each client visit to provide details of agreed actions to all interested and involved parties
- Conduct and facilitate internal meetings to communicate both client and prospect requirements to ensure a smooth implementation and delivery of any proposed service or initiative as required
- To represent the company in a professional manner demonstrating a passionate commitment to the core values of Access Generation CIC.

Qualifications required:

- None

Personal attributes and competencies required:

- Demonstrate personal drive and focus
- Good verbal and written communication skills.

Experience required:

- Actively involved and interested in societal issues
- Good verbal and written communication skills
- Training and coaching will be provided including an overlay of commercial awareness.

Training and development

As a volunteer, you will receive a training plan that includes the following modules:

- Sales
- Customer service
- Marketing
- Presentation
- Leadership
- Account management
- Research
- Report writing