**The Skills Service**

**POSITION:** Business & Education Development Manager (Peterborough & Rutland)

**REPORTING TO:** Project Manager

**SALARY:** £26 – 30k (contract initially to 31 March 2016, continuation subject to further funding)

**KEY TASKS**

* Work with businesses, education, training providers to gain support for Skills Service activities. Develop and run activities and events that support the business-led agenda of The Skills Service
* Promote the skills growth agenda in the business community
* Drive the aspiration agenda in local education
* Link businesses to training provision
* Gather data and intelligence to support business-led training locally
* The focus for this role will be Peterborough and Rutland but will involve supporting the team’s work across the whole project area

**RESPONSIBILITIES**

* Contribute to a collective, team-wide approach to the success of The Skills Service
* Establish and maintain effective relationships with existing businesses to continue their support for The Skills Service events and activities
* Actively seek and build new partnership opportunities with businesses to grow and develop the number of businesses supporting The Skills Service. To attend business network events to help achieve this and take speaker slots where possible to promote the project
* Establish and maintain relationships with partners in education and training providers
* Work with business, education, training providers to agree activities and events
* Recruit businesses to attend the agreed activities and events
* Deliver workshops as required in both business and education environments.
* Support The Skills Service Team at events and activities across the project geography
* Record and update The Skills Service database with activity as directed on a timely basis
* Work with the Marketing Manager and actively participate in, and contribute to, all marketing and promotional initiatives
* On occasions, some flexibility of working hours may be required to attend evening and early morning meetings and events

**ORGANISATION**

* Work as part of The Skills Service team and contribute to team aims and objectives
* To demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities
* Comply with the Health and Safety at work requirements in accordance with legislation and agreed guidelines
* Comply with Data Protection requirements and maintain the security of The Skills Service documents and information in accordance with legislation and agreed guidelines

**Person PROFILE**

**Essential:**

* Experience in a business engagement role where relationship building has been a key element
* Experience of business development around a long-term strategy
* Ability to handle a large, and diverse, range of contacts from varying sectors
* Influencing and persuading skills
* Excellent communication skills
* Good IT skills and experience of using CRM systems
* Presentation skills
* Shows initiative and enthusiasm in all projects
* Ability to multi-task and work to tight deadlines
* Car owner and ability to travel to all parts of the project area

**Desired:**

* Experience in both the public and private sector
* Experience of working with the education and training sector
* Degree level education in a business-led subject

**TO APPLY**

Please send your CV with a cover letter expressing your interest and detailing how you think you would fit the role to:

Email: sue.addison@theskillsservice.co.uk

Post: Sue Addison, Project Lead, The Skills Service, Eco Innovation Centre, Peterscourt, City Road, Peterborough, PE1 1SA

For any queries relating to the post, please call 01733 863696

**Closing date for applications:** Thursday 19 March

**Interviews**: 31 March & 1 April

Appointments will be made by fair and open processes, taking account of equal opportunities.