

Business Development Manager - Apprenticeships & Adult Education Programmes - Full time role

Salary: £36,000 + Generous Uncapped Bonus with big earning potential + Excellent Benefits (Bonus is achieved by enrolling learner starts in line with company target)

Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools and the sports industry.

A registered training provider for sport & education qualifications, working in further education, apprenticeships, and adult education. We are listed on the register of apprenticeship training providers (RoATP) and hold a direct levy contract with the ESFA. We also work with funding partners to deliver up-skilling CPD for sports coaches and sports organisations. We use a blended learning approach with a combination of on-the-job training, face-to-face training, and online e-portfolios.

Due to the expansion of our education provision, we are delighted to offer this role to drive the further development of our training department. With two arms, apprenticeships and adult education, we are seeking a dynamic team member to accelerate sales of apprenticeship training (b2b) and training courses into schools, sports clubs, individual learners and businesses where up-skilling, coaching qualifications and physical wellbeing feature heavily on their agenda.

The Role:

- Generate own leads and engage with employers via various pathways for the generation of new apprenticeship starts and training cohorts.
- Develop and maintain employer relationships (existing and new clients) and maximise all opportunities for uptake of apprenticeship training and qualifications.
- Attend meetings with decision makers to discuss their training and recruitment needs for existing staff and new Apprentice recruitment.
- Give advice and support to employers regarding the apprenticeship Levy and future funding reforms.
- Undertake organisational needs analysis and design / develop training plans to meet customer needs.
- Keep up to date with competitor's strengths and weaknesses, evaluating the market and scoping out new opportunities.
- Ensure employer environments comply with Health and Safety requirements.
- Report sales data and forecasts on a regular basis and meet month end sales deadlines.
- Cross sell companywide services, seizing all opportunities to offer clients a well-rounded service.

Essential Criteria:

- The successful applicant must already have proven experience of developing new business for adult education training and apprenticeship starts.
- Strong CV that shows experience in the apprenticeship and training sector. Regrettably, we are unable to progress with applications that do not display this experience.
- Excellent understanding of training and apprenticeship funding criteria and able to give advice on Levy spending.
- Proven experience of generating own employer leads, negotiating, winning and closing new business.
- Strong account management experience.
- Proven experience of working towards and achieving learner start targets.
- Full, clean driving licence and use of a vehicle.
- Excellent communication skills – presentation, written and verbal.
- Exceptional sales, marketing and networking skills.
- Time management and organisational skills.

Desirable Criteria:

- A knowledge of sports qualifications and CPD pathways
- A keen interest in sport

Benefits:

- Free Childcare (school holidays)
- 25 Days annual leave (+ bank holidays)
- Company events
- Mentoring, regular CPD and personal development
- Flexible working
- On-site parking
- Wellness programmes
- Annual health and wellbeing grant
- Pension

We operate a strict pre vetting policy. Candidates will also undergo a staff suitability process including an Enhanced DBS check. The ability to drive and have daily access to a car is essential.