

Job Title: Business Development Executive
Place of work: Dimensions Training Solutions - Stratford, London
Salary: upto £50,000
Key Responsibilities and Accountabilities :

- Formulate the Business Development in order to meet DTS's future growth plans breaking down opportunities by:
 - Geographical
 - Sectorial
 - Funding stream
- Summarise and recommend to the Senior Management Team (SMT) on future funding opportunities
- Understand and be well informed about potential policy changes within the sector from:
 - Central Government
 - Local Government
 - Local Enterprise Partnerships (LEP)
 - Devolved regions
- Engage with external stakeholders from the above but not limited only to these in order to fully understand and be well positioned to formulate an opportunities pipeline
- Build strong partner links to review and access collaboration options for joint bid activities
- Build strong and informed internal stakeholder relationships to support growth opportunities
- Systematically develop, manage, track and update a centralised bid opportunity tracker
- Implement and manage a stakeholder engagement database capitalising on internal stakeholder contacts
- Formulate a monthly summary to inform the SMT and board on:
 - Stakeholder engagement activity
 - Current/future bid opportunities
 - Evaluation of bid responses post contract awards announcement
- Maintain DTS's registration on existing frameworks and positioning for the inclusion on new frameworks including but not limited to:
 - Crown Commercial Services
 - FPF DPS2
- On tender announcement, create a Bid or no Bid summary statement to allow the SMT to make an informed decision on whether to forward pursue opportunities
- On commencement of any bid process, clearly manage a project plan to keep all stakeholders informed
- To develop and produce quality responses to be included within tender submission documents that demonstrate the Company's knowledge, experience and ability to deliver contracts effectively
- Manage the timely return of bid responses and briefing to the SMT
- Implement and comply with all Company policies and procedures including Equality & Diversity, Safeguarding and Health & Safety Policies and promote the policies to clients and employers with whom the Company works.

Qualifications, Skills and Experience:

The successful candidate will be a natural communicator, with excellent relationship building skills and the ability to establish rapport and trust. Proactive and ambitious, will have meticulous attention to detail and the ability to manage and prioritise with a high level of autonomy.

To be able to demonstrate:

- A proven track record of new business development within the Education and Training sector
- A proven track record of writing and winning successful bids/tenders within the Education and Training sector
- Experience of researching and progressing prospects through proactive engagement
- Experience of developing and delivering creative written proposals, presentations and verbal pitches
- Flexible with working hours to ensure deadlines are met
- Experience of managing customer tender portals
- Have an depth Knowledge of Government funded training provision

Terms of Employment

Contract:	Permanent, full time
Hours of work:	37.5 hrs a week
Holidays:	28 days pa, including bank/public holidays
The leave year runs from	1 st January to 31 st December
Probationary Period:	6 months
Place of Work:	Dimensions Training Solutions, London
Benefits:	Employee Assistance Programme Contributory pension scheme

Full employment terms will be included within the contract of employment

This position is subject to a satisfactory DBS check and references

DTS are committed to Safer Recruitment Policies, Safeguarding, the Prevent Duty and promoting the welfare of children, young people and adults. We will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst all staff.

In line with being a Disability Confident Employer, your Equality, Health and Wellbeing is important to us. As an employee we expect you to respect not only other employees but clients and learners alike.