



Job Description	
Job Title: Partnership Consultant	The Region: Croydon
Salary: upto £31,000 plus upto £10,000 OTE	Place of work: Dimensions Training Solutions, Croydon
Business Area: Croydon	Date:
<p>Job Purpose: The role will generate new business opportunities, developing and maximising employer and stakeholder relationships across our NEET contract within the Croydon area as well as supporting with core business and other training contracts when required. The role will promote the full Dimensions Training Solutions offer and strive to increase the business' market share.</p>	
<p>Key Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> • To ensure that individual KPIs are met as agreed with the Line Manager • To meet (and exceed) sales targets as set out by the Line Manager which will include learners on program and learner progression route ways • Identifying all relevant progression opportunities through employment partners, external providers and internal apprenticeship provision. • Maintain an excellent level of product knowledge and understanding of all funding opportunities within the contracts being delivered • Actively self-generating new business opportunities through various methods, both face to face and over the telephone. • Engage with key stakeholders such as JCP's, referral partners, employers to actively find learners to complete our training courses. • Ensuring that all sales opportunities are fully captured, worked and recorded on designated internal systems. • Building, managing and maintaining a substantial business pipeline and ensuring that all pipeline activity is accurately documented and kept up to date. • Providing timely response and exceptional levels of service to all inbound enquiries. • Develop and retain strong client relationships, working in partnership with employers and delivery teams, building trust through collaboration. • Taking responsibility for overall day-to-day client relationships and productive account management, acting as single point of contact for clients, supporting and increasing learner numbers through effective skills solutions. • Preparing and delivering presentations to employers and external stakeholders. • Responsible for recording information on central systems in an accurate and timely fashion, using other IT systems as required. This is carried out at an intermediate level to facilitate all sales administrative duties. • To act as agent for DTS at industry events as and when required, and to always represent the company and its products/services in a professional and knowledgeable manner. • To assist with other duties within the scope and nature of the business. • To implement and comply with all Company policies and procedures. 	



Person Specification		
Assessment Criteria	Essential	Desirable
Knowledge & Experience:	<ul style="list-style-type: none"> Existing experience from a recent and relevant sales role, perhaps recruitment or other business to business environment A proven and impressive new business development track record and evidence / commitment to all necessary cold calling activity Experience of using the telephone as a sales tool, ideally from a telesales role Experience of developing and managing a sales / new business pipeline 	<ul style="list-style-type: none"> Sector industry knowledge would be desirable
Qualifications	<ul style="list-style-type: none"> The proven ability to use a range of IT systems and technologies 	<ul style="list-style-type: none"> A graduate or equivalent level education would be preferable Appropriate professional membership or qualifications e.g., Institute of Sales and Marketing Management
Personal Skills	<ul style="list-style-type: none"> Proven listening, negotiating and influencing skills Numerate and literate with excellent communication skills Able to deliver clear and concise ideas to internal and external stakeholders and produce top quality written proposals and presentations Proactive and highly organised, with strong time management and planning skills, meticulous attention to detail and a proven ability to multitask Able to meet tight deadlines, remain calm under pressure, and be resilient Ability to carry out responsibilities with minimal supervision and thrive both on own initiative and as part of a team Committed and self-motivated as the role holder is required to work remotely from home Quick thinking and adaptable High sense of personal responsibility Reliable, flexible and cooperative Credible, articulate, confident and tenacious, with the gravitas and credibility to build relationships at all business levels Personable and approachable, with enthusiastic and motivational nature and an overall passion for excellence 	



Other	<ul style="list-style-type: none"> • Must hold a full, clean driving licence, have use of appropriate vehicle, and be prepared to travel as required by the location of learners and then needs of the business • Must be prepared to work out of hours as required by the needs of learners and the business • The ability to be vigilant, confident and competent in order to challenge learner views or extremist ideas 	
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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 1st January to 31st December
Probationary Period: 6 months
Place of Work: Dimensions Training Solutions, London
Benefits: Contributory pension scheme, Employee Assistant Programme

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 Leader, 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