

**JOB DESCRIPTION AND PERSONAL SPECIFICATION
FOR THE ROLE OF**

BUSINESS DEVELOPMENT CONSULTANT

Report to:	Senior Manager - Distribution Operations
Responsible for:	No direct reports
Main purpose of Role:	Generating new business from designated portfolio firms and firms in the marketing only channel by raising awareness of the Society and its products.

Main Responsibilities and Duties:

1. Achieve a high volume of outbound calls and predominantly remote business development activity to meet agreed sales target and Society quality standards.
2. Offer a variety of proposition training support to our partners, including webinars and presentations to build brand awareness and meet agreed sales target.
3. Seek & gather industry insight and feed into the Distribution Team.
4. Professionally represent the Society and attend industry events and meetings as and when required by The Society.
5. Work with the Distribution Team to identify and maximise sales opportunities.

Experience:

Essential	Desirable
<ul style="list-style-type: none"> • Relevant experience in a similar role or with transferable expertise <p align="center">And / Or</p> <ul style="list-style-type: none"> • Experience of working successfully within a team 	<ul style="list-style-type: none"> • Experience of working within the Financial Services sector

Knowledge and Skills:

Essential	Desirable
<ul style="list-style-type: none"> • Strong oral and written communication skills • Attention to detail and accuracy while remaining calm under pressure • Methodical and well organised 	<ul style="list-style-type: none"> • Knowledge of the mutual business sector

Education:

Essential	Desirable
<ul style="list-style-type: none"> • Good standard of education with a minimum grade 'C' GCSE, or equivalent, in Maths and English 	<ul style="list-style-type: none"> • Educated to A level or equivalent

Salary and Benefits:

Role Grade and Salary Band:	B
Pension:	10% non-contributory
Performance Related Pay:	Maximum 10% of base salary based on agreed achieved KPI's and paid annually
Holiday:	25 days plus public holidays
Core Hours of work:	Monday to Friday 8.45am to 5pm with one hour for lunch – 36.25 hours per week
Additional Benefits:	Death in Service cover of 4 x base salary Free onsite car parking Hybrid Working Private Health Cover from 3 months of employment Health Cash Plan Corporate Eye Care Package 2 Days paid leave per year for charity work