

# Job Profile

## Business Development Manager

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Department	Energy & Environment Awards
Location	Home based
Reports to	Senior Sales and Business Development Manager
Hours	Nominally 37 hours but operationally available at all times to meet Company requirements.
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	Primarily home-based, this role will involve regular travel and may occasionally require attendance at specific locations, including overnight stays, and work from the office in Solihull on a regular basis. A full, valid driving licence is essential.
Salary	£50,000 per annum (dependent on experience) plus Car Allowance of £5k + eligibility for company bonus scheme.
Date	January 2026

### About us

As part of the Energy & Utility Skills Group, Energy & Environment Awards is the specialist awarding organisation for the energy and utilities sector, delivering a range of technical and safety critical engineering apprenticeship end-point assessments and qualifications to the sector and more widely; and EUSR – the sector’s register of skills and industry recognised training programmes.

### About the role

Reporting to the Senior Sales and Business Development Manager, you will be responsible for delivering the full sales cycle across the Energy & Environment Awards portfolio, including End Point Assessment (EPA), qualifications, EUSR schemes and Endorsed Training Programmes (ETPs). This role combines new business acquisition with account management, ensuring strong customer relationships, retention, and growth within your allocated region.

## About you

You will have demonstrable experience in business development and sales, ideally within training provider or an Ofqual recognised awarding organisation.

To be successful in this role, you will have excellent communication and negotiation abilities; you will be self-motivated with a results-driven mindset, proficient in CRM systems and data management; and be willing to travel extensively within the assigned region.

An understanding of the energy and utilities or adjacent sectors would be helpful to understand the safety critical nature of this work.

## Rewards

Join our growing organisation and you'll enjoy benefits including a generous holiday allowance, a company pension scheme, a performance bonus scheme and a Wellbeing Passport.

## Key Responsibilities:

The key responsibilities of the Business Development Manager include:

- Achievement of set revenue targets.
- Full Portfolio Sales: Drive revenue by selling across all Energy & Environment Awards services and products.
- Regional Management: Develop and execute a regional sales plan for the allocated region providing an active and growing pipeline of customer opportunities.
- Account Management: Build and maintain strong relationships with existing customers, ensuring satisfaction and retention.
- Customer Journey Ownership: Manage the entire sales cycle from initial contact through conversion and ongoing engagement.
- New Centre Engagement: Identify new business opportunities and growing our market share with new customers.
- Cross-Selling: Identify and recommend complementary services to maximize customer value.
- CRM Management: Ensure accurate and timely data entry to track opportunities, activities, and performance.
- Reporting: Providing timely reporting and tracking through CRM and commercial pipelines.
- Collaboration: Work closely with the marketing team for tailored campaigns.

**Additional responsibilities**

- Ensure compliance with Energy & Utility Skills Group data protection policies and processes.
- Continuous professional development; commitment to personal and professional development.
- Take reasonable care of your own health and safety and that of others in the workplace.

## Job Holder Specification

Specification	Essential	Desirable
<b>Education/pre-requisite knowledge</b>		
Graduate or equivalent, or currently working at or above graduate level.		✓
Knowledge of apprenticeships, regulated qualifications and non-regulated learning programmes and the impact on employers preferably with experience of working within a training, awarding organisation or assessment environment.	✓	
Understanding of the energy and utilities sector.		✓
<b>Experience</b>		
Track record of establishing customer relationships, ideally with FE colleges and training providers in a commercial B2B sales environment.	✓	
Delivering challenging commercial targets, with demonstrable experience of promoting and securing customer sales.	✓	
Success in developing and converting leads.	✓	
Experienced in managing multiple projects		✓
Knowledge of and ability to use IT to report, analyse and present data including effective use of CRM, Excel and PowerPoint.	✓	
<b>Competencies &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
<b>Presenting &amp; Communication Information</b> Excellent verbal communication skills and ability to write clearly, succinctly and correctly in a convincing and engaging manner. Writes in a well-structured and logical way to meet the needs and understanding of the intended audience.	✓	

<b>Relating &amp; Networking</b> High level of interpersonal skills; establishes good relationships with colleagues and stakeholders; builds wider and effective networks of contacts inside and outside of the organisation; relates well to people at all levels.	✓	
<b>Planning &amp; Organising</b> Plans activities well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resource needed to accomplish tasks and monitors performance against deadlines and milestones.	✓	
<b>Delivering Results &amp; Meeting Customer Expectations</b> Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way.	✓	