



### **Job Description: School Engagement Consultant**

**Starting Salary: £24,000 - £30,000 DoE**

**Home based (in the UK) prepared/able to travel regularly as required**

**20 days paid holiday + bank holidays**

**NEST Pension Scheme**

**37.5 hours per week, flexible working**

### **About Bounce Forward**

We are specialists in practical resilience training in schools. Bounce Forward is a national charity delivering inspiring and practical training programmes to support young people to reach their full potential in life. Our training programmes engage teachers, parents and others around young people to develop their own resilience skills and to pass the skills on through whole school approaches, curricula and by acting as role models.

Bounce Forward has over ten years of experience, we have trained 10,000 teachers to date and reached over 500,000 pupils. We have set ourselves ambitious plans for impact, growth and evolution over the next 5 years.

### **Overview of the role**

This is an essential business development role as we implement an ambitious growth plan. We want to be working with all schools in the country because we believe our work can make a huge difference to the lives of young people. The main purpose of this role is to develop leads and build demand for our offerings. The key strengths required include an ability to instigate effective relationships at the correct level with a target list of institutions. To identify and generate opportunities to meet delivery targets that achieve business growth. The role requires someone with a positive attitude, able to take the initiative, manage several projects at once, and an ability and willingness to learn very quickly on the job.

### **Remit of the role**

- **Business Development** – Generating new leads with education institutions to create demand for our products. Meeting with key decision makers to listen to their needs and help them recognise how our training and offers can answer the challenges they face. Identify and qualify tangible and real opportunities and own and drive the lifecycle of those through to booking contract.
- **Sales and Delivery Targets** – Planning, arranging and delivering effective achievement of sales and delivery targets to contribute to the overall growth plans.
- **Customer Relations** – Support and build relationships with key decision makers in education. Use the CRM system to follow up on leads, track progress to understand what works and prioritise workload. Feed into marketing communications.

### **Responsibilities**

1. To create target lists of institutions, identify the best targets for Bounce Forward and the associated contact strategies.
2. To generate new leads and develop relationships with key decision makers.

3. To meet with education and school leaders to communicate and negotiate demand for our products.
4. Plan and deliver activity to grow our lists of potential customers to provide personalised communications that meet overall business and growth goals.
5. To own all business opportunities from identification through to booking contract closure and beyond so as to meet personal sales and delivery targets.
6. To collate accurate information, including using central internal systems to track, monitor and report on progress and to understand what works.
7. Explore and develop partnerships and opportunities to drive new business.
8. Keep abreast of the changes, directives and news relevant to schools to ensure our approach is relevant and ahead of the curve.
9. To lead on grant applications and funding opportunities to meet sales and delivery targets.
10. To undertake any additional duties within competence as required (meaning to 'pitch in' when needed).

**Standout candidates will have the following key attributes:**

- An effective and confident communicator.
- Able to negotiate effectively to connect our products with the needs of schools.
- Able to work effectively, creatively and with commitment to meeting targets to deliver the required business revenues.
- Have effective listening skills and ability to respond to what's heard.
- Able to adapt tone of message effectively to communicate with different audiences.
- Excellent project management and organisational skills.
- Have a positive attitude.
- Passion and interest in the charities aims.
- Able to adapt, take the initiative and work independently and as part of a team.

**Your profile**

- Educated to degree level.
- Minimum of 2 years continuous working experience in a business development, customer contact, communications or sales role.
- Evidence of effective communication and negotiation experience to deliver sales and delivery targets.
- Great interpersonal skills, ability to listen and respond with the right balance.
- Understanding of the importance of keeping accurate records for reporting progress and working effectively.
- Willing to adapt, be flexible and able to work and travel to different locations across the UK.
- Ability to work autonomously without direct supervision and take the initiative to meet individual targets and those of the wider organisation.
- Strong organisational skills. Can work in a fast-paced, dynamic environment, able to manage several projects at once.