



Changing lives every day

**Business Development
Manager**

Salary £30,000 - £35,000

Auriga Services Ltd

Emmanuel Court, 12-14 Mill Street

Sutton Coldfield, B72 1TJ

www.aurigaservices.co.uk

Registered in England. Company number 5093179

ABOUT AURIGA

Auriga Services is a dynamic, fast growing not-for-profit organisation with a vision to support two million people who are experiencing financial hardship by 2020.

With a track record spanning 21 years, we are mature enough to provide outstanding service through the application of extraordinary levels of skills and experience. We manage combined annual funds of over £15 million helping people alleviate their debt and realise income and benefits that make a real difference to the quality of their lives.

We achieve all this through the administration of charitable trust funds, realisation of Welfare Benefits, Debt Advice, Welfare Reform services and emergency fuel payments.

Our clients are the major water and energy utility companies, local authorities and the NHS.

WHY WORK AT AURIGA

We are seeking exceptional people with passion, enthusiasm and ability to join and make our mission a reality.

- ★ A job and a career with induction, training and development
- ★ Holiday entitlement starts at 27 days and increases with length of service
- ★ Working patterns and hours that can be flexible, subject to meeting business needs
- ★ Generous pensions contribution
- ★ High-quality air-conditioned offices
- ★ Location close to Sutton Coldfield centre and 2 minutes from Sutton Coldfield station

JOB PURPOSE

The business is looking to take on an exceptional individual to enhance the Business Development and Marketing team. This is an exciting opportunity with a very varied job role reporting to the Senior Business Development Manager. The successful person will be responsible for supporting the growth of the business and playing an important role within the team with duties and responsibilities to include but will not be limited to the following:

- ★ To contribute/win new business
- ★ To write compelling and winning tenders
- ★ To research areas key to the business
- ★ To analyse data across the business to produce strategic documents highlighting success and outcomes
- ★ To identify opportunities to expand the business

You will be expected to produce proposal content that clearly articulates the organisation's value proposition. You will be expected to be self-motivated with ambition, as well as housing an ability to be pro-active and to use your intuition.

RESPONSIBILITIES

Role responsibilities will include but are not limited to:

- ★ Creating innovative proposals
- ★ Deliver new signed contracts of at least £100,000 within the first year and increasing thereafter
- ★ Building, engaging and maintaining relationships
- ★ Analyse data and interpret in compelling written documents to support business growth

KEY SKILLS AND ATTRIBUTES

- ★ Track record of writing and winning tenders of at least 3 years
- ★ Proven delivery of new contracts
- ★ Excellent verbal communication and written skills
- ★ Organisational and planning skills
- ★ Ability to work under pressure and to demanding deadlines
- ★ Ability to identify key research areas important to the business
- ★ Proven analytical skills – ability to analyse data and interpret/report in compelling written documents
- ★ Attention to detail
- ★ Exceptional written and verbal communication skills with the ability to think proactively and problem solve
- ★ Significant interpersonal skills to influence and engage with individuals at all levels
- ★ Working to tight deadlines and challenging targets
- ★ Self-motivated, flexible, enthusiastic and resilient
- ★ Positive attitude
- ★ Can offer inspiration and solutions
- ★ Focused on outcomes without compromising on quality
- ★ Ability to perform under stress and thrive in a fast paced and intense working environment
- ★ Excellent IT skills

PERSON SPECIFICATION

Education and qualification

- ★ Degree level or relevant equivalent

EXPERIENCE AND KNOWLEDGE

- ★ Track record of writing and winning tenders
- ★ Experience of Consultative selling
- ★ Outstanding at customer service
- ★ Creative proposal writing
- ★ IT literate
- ★ Knowledge of the charity and utility sector

CONTRACT AND HOURS

This is a permanent full-time contract consisting on a 37.5 hour working week.

Hours are reasonably flexible between 08:00 and 17:30 with the agreement of your line manager ensuring that the business needs are met.

HOW TO APPLY

To convince us that we should shortlist you for interview, it's important that you write us a good letter introducing yourself. We're looking for those that take the extra effort to do some research on our company and demonstrate a desire to work in a company with our values.

We automatically reject an application that arrives without a covering letter.

Send your covering letter and CV by email to:

Carol Arnold, Commercial Director carol@aurigaservices.co.uk

Closing Date 23 November 2018

Interview Dates December 2018