



Changing lives every day

**Senior Business Development
Manager**

Salary £45,000 - £60,000

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

To become a key manager within the Business Development and Marketing team. This is an exciting opportunity for the right person to contribute to the growth of Auriga.

- ★ A member of Auriga's Senior Management Team
- ★ Deputy to Commercial Director
- ★ Identification, targeting and capture of viable new business
- ★ To win new business contracts- acquisitions can vary from £5k to multi-million
- ★ To develop relationships across the UK's water, energy utilities sector and Local Authorities
- ★ Deliver appropriate pre-proposal activities that lead to formal customer requests
- ★ To plan and guide staff members to help production of proposals

You will report to the Commercial Director and will be key to realising our growth ambitions company through helping more people experiencing financial hardship.

RESPONSIBILITIES

Role responsibilities will include but are not limited to:

- ★ Deliver new signed contracts of at least £200,000 within the first year and increasing thereafter
- ★ Senior Manager in the department, managing 3-4 members of staff
- ★ A member of the company's senior management team responsible for delivery of corporate plan objectives.
- ★ Creating innovative proposals
- ★ Building, engaging and maintaining relationships within the Utilities industry including regulators
- ★ Building, engaging and maintaining relationship within the charity sector appropriate to companies needs
- ★ Attending conferences and exhibitions
- ★ To produce monthly pipeline reports with key activities and outcomes
- ★ Identify opportunities to expand the business to include companies who have staff with financial / debt issues through Employee Assistance schemes

KEY SKILLS AND ATTRIBUTES

- ★ Minimum 3 years in a consultative selling environment within the utilities industry (preferably energy) with proven track record
- ★ 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
- ★ Set challenging but attainable goals for self and others with clearly communicated deadlines
- ★ Can offer inspiration and solutions
- ★ Ability to see the bigger picture, fully aligned with strategic objectives
- ★ Excellent and adaptable interpersonal skills both in formal and informal situations
- ★ Excellent written, verbal and presentation skills
- ★ Attention to detail
- ★ Take responsibility and be accountable for decision
- ★ Proven analytical and problem-solving skills
- ★ 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 & KNOWLEDGE

Essential

- ★ Outstanding at customer service
- ★ Minimum 3 years in a consultative selling environment within the utilities industry
- ★ Strategic Account Management
- ★ Creative proposal writing
- ★ IT literate
- ★ Knowledge of the charity sector (desirable)

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: 3-4 December 2018