



JOB DESCRIPTION

Job Title: Business Development Assistant

Reporting to: Head of Endorsements

Reports: N/a

Job Purpose:

To support the Endorsement strategy of the charity, in line with the overall strategy and business objectives of the organisation working to ensure that people affected by allergy have a wide range of products available to assist them with the management of their condition. Support the Allergy Aware Scheme (AAS) to ensure it meets its operational objectives.

Key Accountabilities:

1. To be involved with the generation of income from our endorsement and allergy aware schemes by assisting in the expansion of the scheme for new and existing endorsements.
2. To liaise with new clients regarding the endorsement of products that relate to allergy.
3. To assist with the management of existing client relationships and potential new business.
4. To encourage existing client relationships in further involvement with the charity across other income generating service areas.
5. To prioritise and respond effectively, developing new enquiries into endorsement holders
6. To maintain accurate and up to date relevant files and database.
7. In the absence of the team administrator, undertake relevant administration duties to ensure the department operates effectively.
8. Liaise with all relevant partners on issues that arise and communicate such issues to the Head of Endorsements.
9. Work on other projects as and when required according to business need and work as part of the Allergy UK team.
10. Research potential new business markets.
11. Identify and escalate any issues which could impact or improve the quality of customer service we provide.

This job description is non-exhaustive, and is subject to regular review with the post holder and amended in line with the needs of the organisation.

Person Specification

Education and Qualifications

Essential

Good standard of general education.

Experience

Essential

Two years' experience in either sales or customer services.

Desirable

Sales and Business Development Experience.

Previous negotiation experience in a commercial environment.

Skills and Knowledge

Essential

Able to track and follow up on a variety of ongoing pieces of work.

IT and computer literate.

A competent, credible and effective communicator.

Behavioural Competencies:

Networking and relating

Following instructions and procedure

Delivering results and meeting customer expectations

Planning and organising

Achieving personal work goals and achievements

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