

Recruitment Pack

# Business Development Officer



# Welcome!

Thank you for your interest in joining Allergy UK. As the leading national charity supporting those affected by allergies, we are dedicated to improving the lives of millions across the UK who live with allergic conditions.

At Allergy UK, we are passionate about raising awareness, providing trusted advice, and advocating for better healthcare and support. Every year, we support thousands of individuals and families, offering expert guidance, resources, and a strong voice in influencing change.

A key part of our impact is delivered through Allergy Research Ltd (ARL), our wholly owned commercial subsidiary. ARL plays a vital role in supporting our mission by generating unrestricted income through strategic partnerships, endorsement schemes, and innovative commercial ventures. This unique model allows us to amplify our charitable work while ensuring that allergy-friendly products and services meet the highest standards of safety and trust.

This is an incredibly exciting time to be part of our team. As we develop our 2026 three strategy, we are shaping the future of both Allergy UK and ARL to drive even greater impact. This period of growth and transformation will see us enhancing our services, expanding our commercial reach, and strengthening our advocacy to ensure that those affected by allergies receive the recognition and support they deserve.

As CEO, I am proud to lead a dedicated and passionate team committed to making a real difference. If you share our vision and want to contribute to a dynamic, forward-thinking organisation that blends charitable purpose with commercial innovation, we would love to hear from you.

We look forward to welcoming new talent to our team as we embark on this exciting journey together.

Warm regards,

Simone Miles, Chief Executive, Allergy UK



About us



# How we work

## Our vision

No one  
should die  
from allergy

## Our mission

For the UK to  
take allergy  
seriously

## Our work

Powered by  
purpose

At Allergy Research Ltd (ARL), we are the commercial engine behind Allergy UK—the leading national charity supporting people living with allergic conditions. Our work directly enables the charity’s mission to raise awareness, influence policy, and provide trusted support to millions across the UK.

Through strategic partnerships, endorsement schemes, and innovative commercial ventures, ARL generates vital unrestricted income that funds Allergy UK’s advocacy, helpline services, educational resources, and national campaigns. Every product we endorse and every partnership we build helps ensure that people with allergies can live safer, more confident lives.

By joining ARL, you’ll be part of a purpose-driven organisation that blends commercial success with social impact—helping to shape a healthier, more inclusive future for the allergy community.

# Our commitment

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We are committed to making the UK a better place for people living with allergies. This means tackling health inequalities, ensuring allergy is recognised as a serious condition, and driving systemic change to improve quality of life for those affected.

At the heart of this commitment is the unique partnership between Allergy UK and its commercial subsidiary, Allergy Research Ltd (ARL). ARL plays a crucial role in enabling our charitable work, generating vital income through trusted commercial ventures that fund our advocacy, support services, and public awareness campaigns.

Together, we are a strong and compassionate voice for the allergy community, standing up for their rights and ensuring they receive the care, respect, and understanding they deserve.

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# Looking ahead

At Allergy Research Ltd (ARL), we are entering a pivotal and exciting phase of growth and transformation. As the commercial subsidiary of Allergy UK, our work is central to enabling the charity's mission, generating the income and partnerships that power real change for the millions of people in the UK living with allergic conditions.

Our 2025–2030 strategy places innovation and collaboration at the heart of our future. We are expanding our commercial reach, forging new partnerships with healthcare professionals, policymakers, and industry leaders to drive advancements in allergy-friendly products, services, and standards. By embracing digital solutions and new business models, we aim to enhance the support available to those who need it most.

As ARL grows, so too does our ability to strengthen Allergy UK's voice, supporting national campaigns, improving healthcare access, and addressing health inequalities. Together, we are building a future where allergy care is more inclusive, more effective, and more widely recognised.

Now is the time to be part of something truly impactful. Join us at ARL and help shape the future of allergy care through purpose-driven commercial innovation.

# Equality, Diversity & Inclusion

At Allergy UK, we are dedicated to fostering an inclusive and diverse environment, both within our organisation and in the work that we do for the allergy community. We recognise that allergic conditions can impact people from all backgrounds, and we are committed to addressing health inequalities to ensure that everyone has equal access to support, advice, and medical care.

As an organisation, we strive to embed EDI in every aspect of our work, from our internal culture to the services we provide. We value diverse perspectives and experiences, and we actively seek to amplify the voices of underrepresented communities affected by allergies. Our commitment to inclusivity ensures that we are always learning, evolving, and making Allergy UK a place where everyone feels valued and heard.

By staying true to our values and prioritising EDI, we continue to build a stronger, more impactful charity, one that truly represents and supports the diverse needs of the allergy community.

# Our values

At Allergy UK, we are driven by our mission to support those living with allergic conditions, ensuring they receive the recognition, care, and respect they deserve. Everything we do is underpinned by our core values, guiding the way we work, collaborate, and make a difference.

## Empathy

We listen, understand and advocate for the needs of people living with allergies, putting their voices at the heart of everything we do

## Integrity

We are a trusted and credible source of information, ensuring that everything we deliver is backed by expertise and scientific evidence

## Collaboration

We work closely with individuals, families, healthcare professionals, policymakers and industry partners to drive meaningful change

## Innovation

We embrace new ideas and approaches to improve allergy awareness, education and support

## Impact

We are committed to making a tangible difference in the lives of those affected by allergic conditions



# Your role



# Business Development Officer

<b>Job Level:</b>	Officer
<b>Reports to:</b>	Hunish Sembhi, Head of Endorsements
<b>Contract type:</b>	Permanent, full time
<b>Hours of work:</b>	35 hours per week, Monday to Friday (core hours 10am - 4pm)
<b>Location:</b>	Flexible, hybrid - minimum 3 days in our office located in Crayford
<b>Salary:</b>	£28,000 - £30,000

# What you'll be doing

- Support the implementation of Allergy UK's Endorsements business plan to grow revenue and client base in line with departmental KPIs.
- Identify, research and engage new prospective clients, presenting the commercial and reputational benefits of endorsement.
- Manage a pipeline of business opportunities from initial enquiry to signed endorsement agreements.
- Maintain and build relationships with existing clients, ensuring renewals and upsell opportunities are maximised.
- Collaborate with internal teams (e.g. Corporate Partnerships, Communications, Fundraising and Helpline) to ensure aligned messaging and cross-promotion.
- Promote further engagement from endorsement clients across other charity services, including campaigns, fundraising and corporate partnerships.
- Ensure timely and professional responses to all enquiries and proposals, developing leads into formal applications.
- Maintain accurate CRM/database records and ensure all client information is up to date and compliant with organisational standards.
- In the absence of administrative support, assist with essential departmental administration duties.
- Contribute to departmental and cross-functional projects as required.
- Monitor market trends, competitor activity and emerging sectors relevant to allergy-aware products and services.
- Report any risks or client issues to the Head of Endorsements, contributing to solutions and quality improvements.

# What we'd love to see



- Proven sales and business development experience.
  - Demonstrable experience of managing client relationships in a commercial setting.
  - Experience of negotiation and working to income targets.
  - Strong communication skills – verbal and written – with the ability to influence and build rapport.
  - Commercial awareness and ability to understand client needs and articulate value propositions.
  - Confidence in presenting, pitching and handling objections.
  - Excellent organisational skills with attention to detail and ability to manage multiple priorities.
  - Proficiency in Microsoft Office and experience working with CRM systems or databases.
  - Comfortable working independently and collaboratively within a small team.
  - A proactive, solutions-focused attitude with a drive to meet targets and deliver results.
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- Customer Focused: Understands and responds effectively to client needs.
  - Planning and Organising: Structures work efficiently to meet deadlines.
  - Team Collaboration: Builds supportive relationships with colleagues.
  - Initiative and Drive: Seeks opportunities to improve performance and results.
  - Learning and Researching: Keeps knowledge up to date and seeks out new information.
  - Adaptability: Responds positively to change and shifting priorities.

# You might also have...

- At least two years' experience in business development.
- Experience working in a service-related or health sector organisation.
- Experience in B2B account management or partnerships.



What we  
offer



# Looking after our team

We're really proud of our team and we want to look after everyone as we all work together towards the same goal. Here are some of the benefits we offer at Allergy UK.



Annual pay review in line with current market rates and cost of living



Full time holiday entitlement of 28 days plus bank holidays, pro rata if part time



Employee Assistance programme with 365 day access to counselling and wellbeing support, as well as GP service, financial wellbeing and more



Training & development opportunities including budget for role specific training



Plus all the standard benefits including pension, benefit hub, eye tests, free parking and flexible working



# Next steps and recruitment process





# How to apply

At Allergy UK, we are committed to creating an inclusive and diverse workplace where everyone is valued, respected, and empowered to thrive. We believe that diversity strengthens our organisation, and we actively seek to build a team that reflects the diverse communities we serve.

We welcome applications from people of all backgrounds and communities. If you're excited about this role but don't meet every single requirement, we still encourage you to apply, you might be just who we're looking for.

## **Ready to join us?**

Please send your CV and supporting statement to us at [recruitment@allergyuk.org](mailto:recruitment@allergyuk.org).

Your supporting statement should include examples of how your skills and experience meet the person specification, role requirements and what you feel you could bring to the role.

If you require any adjustments to apply, for example applying in a different format, or support with your application, please contact [hunish.sembhi@allergyuk.org](mailto:hunish.sembhi@allergyuk.org).

# Our recruitment process



- Application closing date: Sunday, 22<sup>nd</sup> June 2025
- Initial online interviews to be held on Monday, 30<sup>th</sup> June 2025
- In person interviews to be held on Monday, 7<sup>th</sup> July 2025

In order to ensure an inclusive recruitment process, interview questions will be sent to applicants ahead of interviews and we welcome requests for reasonable adjustments to any part of our recruitment process.

