



**JOB TITLE**  
**RESPONSIBLE TO**

**Business Development Manager**  
**Chief Executive**

**JOB SUMMARY**

**To plan strategically for development of our business, develop revenue streams and identify new opportunities in order to improve the market position of IoLET and CIOL and achieve financial growth.**

**MAIN TASKS AND RESPONSIBILITIES:**

**1. Developing the business**

- 1.1 Developing and implementing an annual business development strategy and plan in support of the Institute's overall strategic plan
- 1.2 Consolidating existing markets and increasing levels of engagement and participation
- 1.3 Prospecting new clients and maintaining links and relations with existing customers
- 1.4 Identifying opportunities for new qualifications and services through diversification or innovation
- 1.5 Identifying and responding to tenders for language services and related contracts
- 1.6 Preparing detailed technical and financial bids.
- 1.7 Seeking sources of sponsorship and pursuit of fundraising opportunities

**2. Other duties**

- 2.1 Attending exhibitions, fairs and conferences to promote the IoLET and attract new business, including presentations
- 2.2 Liaising with qualifications and membership staff as required
- 2.3 Managing the business development budget, including forecasting and monitoring spend

**3. In common with all other staff:**

- 3.1 To contribute and support the Institute's vision, values and strategic objectives
- 3.2 To perform the role of a good ambassador for the organisation at all times
- 3.3 To ensure security and confidentiality of all data and information handled
- 3.4 To be proactive and flexible by supporting and assisting Institute staff and functions as and when necessary
- 3.5 To promote and develop qualification and membership services in collaboration with both CIOL and IoLET staff
- 3.6 To actively partake in any other duties necessary for the smooth running of the qualifications and organisation



## **EXPERIENCE**

1. Excellent track record of increasing revenues within a similar setting or business
2. Experience of working independently in a stand-alone position
3. Successful track record of writing effective and successful bids
4. Working within a professional body/awarding organisation/third sector context

## **SKILLS REQUIREMENTS**

1. Excellent interpersonal and relationship skills including negotiation, influencing and networking
2. Public speaking, presentation skills and bid writing
3. Strong IT skills including MS Office, CRM support systems and readiness to learn others e.g. Quarz/CIVI databases
4. Financial acumen including costing and pricing, budget setting and monitoring
5. Excellent organisational skills
6. Outstanding project management skills

## **KNOWLEDGE**

1. An understanding and appreciation of other languages and cultures
2. Understanding of the market for languages and qualifications
3. Market knowledge of relevant industries (teaching, translating, interpreting, language use in other professions)

## **PERSONAL REQUIREMENTS**

1. A pro-active approach to work, an ability to manage own workload / work unsupervised and to prioritise
2. Ability to initiate and develop projects
3. Readiness and flexibility to work away from the office and undertake travel within the UK, or occasionally overseas, as required
4. High expectations of the level of customer service CIOL/IoLET should be providing to candidates, members and other stakeholders.
5. Good judgement in respect of confidentiality, integrity and discretion
6. Ability to perform the role of a good ambassador for the organisation at all times

The above job description covers the main duties of this position as at March 2018. It may be changed in the case of any change of circumstances after consultation with the post-holder.