

Job Description

Job Title	Consultant Salary £40,000 - £55,000
Reports to	A member of the Management Team

Purpose of the Role

- To develop business with new and existing clients working proactively alongside Senior Consultants.
- Working in a team, to design and deliver tailored and open programmes that are innovative and support our clients to release potential, deliver performance and increase productivity, meeting and exceeding client expectations.

Key Tasks

Business Development

- Working with Senior Consultants, develop new business opportunities for tailored programmes. Developing your sales capability in order for you to start to develop your own pipeline, portfolio of clients, and achieve a revenue target.
- Participate in the proposal/tendering process for assigned lead opportunities, drawing in expertise from the Consultant community, leading to successful bids for work.
- Annually, achieve individual revenue and delivery targets, monitoring progress and providing regular updates and ideas to support achievement of annual organisation revenue and delivery targets.
- Working with colleagues, proactively develop relationships with clients and other key stakeholders, managing projects with organisations that fall within our target sector/markets.
- Using our CRM system to support business development and account management activities.

Account Management and Delivery

- Through account management, maintain and develop existing client relationships, ensuring a high quality, responsive service is provided in order to delight clients and maximise repeat business opportunities.
- Assist in designing and delivering tailored and open programmes to the highest standard to meet client expectations, working with permanent staff and associates.

Thought Leadership and Community

- Contribute to Roffey Park's thought leadership, product and practice development.
- Promote Roffey Park through social media, networking, attending and speaking at appropriate conferences, seminars and workshops as agreed.

- Build effective relationships with colleagues across the business, at all levels, working collaboratively to ensure that a high quality and responsive customer service is provided to clients.
- Contribute to the development, management and delivery of residential open programmes and qualifications programmes, as required.
- Build knowledge of associate group expertise.

Personal Development

- Develop sales and practice capabilities in order to be successful in your role and add value to our clients and Roffey Park.
- Develop sales and practice capabilities to progress to a Senior Consultant role, being able to achieve and sustain the desired level of revenue and delivery days' annual targets.

Person Specification

Attributes, experience, qualifications, skills

Essential

- Evidence of business development capability with a desire to develop in order to achieve revenue targets appropriate to a Consultant role.
- Able to demonstrate a degree of success in:
 - Developing and maintaining constructive relationships with current and prospective clients, internal or external.
 - Writing and presenting proposals for clients.
- Drive to develop to Senior Consultant level.
- Evidence of providing quality client management.
- Commercial acumen with a focus on adding value to our clients showing a good understanding of the current business environment and management challenges, at an individual and corporate level.
- A credible and influential communicator, with a concise and persuasive written style.
- Experience of delivering development programmes in the two or more areas of leadership and management, organisational development or HR.
- Excellent relationship building, communication and influencing skills across a diverse range of people.
- Ability to analyse complex problems and think systemically, able to get to the heart of client needs.
- Good facilitation skills.
- Client focused.
- Excellent project management skills, technology proficiency and quality orientation.
- Willing to be an integral part of our community.
- Willing to work independently and in collaboration.
- Resilient.
- Flexibility to travel within the UK, Europe and internationally to deliver our work.

Approved by Job Holder

Name:			
Signature:		Date:	

Approved by Line Manager/Head of Department

Name:		Position:	
Signature:		Date:	