

JOB TITLE:	TRAINING SOLUTIONS CONSULTANT
JOB HOLDER:	N/A
DATE UPDATED:	01/2023
REVISION (HR Office Use):	V1

1 MAIN PURPOSE OF THE JOB

The goal of the role is to start and manage the training consultant function for CIOB Academy, to drive B2B growth and brand presence. This is a new function, giving you the opportunity to break new ground for the Academy and be a driving force for the Academy's success.

The function will cover a wide range: You will also be expected to develop strategic relationships with the Acquisition team, providing them with specialist insight and knowledge on the Academy portfolio and bespoke training offers, as well as taking ownership of clients during the solution process. You will also seek out, develop and nurture your own end client contacts, where appropriate. The long-term goal is for the Academy to develop successful, growing, long-term accounts. It is important that you can see opportunities and development accounts that will be beneficial in the long term to our business.

You will be selling to both large, medium and small businesses, the benefits CIOB Academy can bring to a business's performance through our Training services, including design, production and delivery.

You will also support the events team with securing group table bookings for CIOB Awards.

We are looking for a driven individual that thrives in a varied and fast-paced environment. You will be very focused with hitting business targets, but also able to confidently adjust the micro activities (number of calls/numbers of emails/ number of quotes) required to hit targets.

2 POSITION IN ORGANISATION

The role will sit within the Academy, and report to the Director. It doesn't have line management responsibility, and will collaborate closely with the Acquisition team, who are the main business development team within the organisation.

3 DIMENSION & LIMITS OF AUTHORITY

n/a.

4 SKILLS & EXPERIENCE

- Experience in Business Development, B2B Sales, Marketing or similar roles.
 - A proven track record of winning new business to deliver growth.
 - Display a driven mentality and be able to tell us how you achieve your targets.
 - A strong brand and product sensibility.
 - Strong communication skills to build relationships with a variety of partners.
 - A background in learning and develop or events is ideal (but not required).
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5 DUTIES & KEY RESPONSIBILITIES

- Taking full ownership from the beginning to the end of the training solution
- Produce proposals for in-house training solutions and partnerships
- Build and keep long term relationships, both internally and externally
- Conceive and execute innovative Training solutions and other partnership ideas.
- Develop and execute CIOB Academy solutions development strategy.
- Understand specific client challenges in the markets we serve and how our products and services align to meet those challenges.
- Build a thorough understanding of our products, the industry and the competitors.
- Pitching Executives, Directors, HR/L&D leads, Management primarily within the construction sector.
- Maintain close liaison with the operations teams in order to ensure the delivery of successful in-house solutions.
- Working closely with the Director – Academy, Training Managers and Acquisition team to conduct monthly revenue forecasts, and sales reports and manage a sales pipeline.
- Identify potential customers from various business sources.
- Represent the company at relevant events, such as UK Construction Week.
- Create and share performance reports with the wider team.
- Work directly with the Director - Academy, playing a key role in shaping in-house strategy.
- Support the sales effort for group bookings to CIOB Awards and other events as required.

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.