



Job Title:	Sales Enablement Specialist
Reports to:	Sales Director
Location:	Manchester
Department:	Sales

What you'll be doing?	We are looking for someone to join our Sales Enablement team who has a passion for making a lasting impact on the professional and personal development of our sales professionals. We strive for quality and scalability in everything we do, so this individual should be highly adaptable, creative, and eager to create and deliver on thoughtful learning initiatives for our team

<p>Key Responsibilities</p>	<p>Sales Events</p> <ul style="list-style-type: none"> • Scheduling sales events on request on a monthly basis • Communicating with presenters, Group Marketing team, and registrants on delegate details • Organising the webinar sessions • Preparing announcements, summaries and providing reports on learner engagement • Including the event content and recordings in to the Training Library • Providing post-event support if requested <p>Maintenance of Training Library within Training platforms</p> <ul style="list-style-type: none"> • Uploading the latest versions of documents in dedicated Libraries within a KMS • Adding source documents, links, and recordings to the Training Library • Modifying the library to reflect the training structure and logic • Aligning with the brand graphic guidelines in all presented sources <p>Training and communication</p> <ul style="list-style-type: none"> • Business Development Manager / Client Services training playbook maintenance
	<ul style="list-style-type: none"> • CRM training, creating documentation and user guides, monitoring the training plans in each region, fostering best practices exchange • Process training aligned with Sales End to End • Remote training/ ad hoc face to face training / conferences attendance / support to specific selling offices • Participation in the User Acceptance Testing (UAT) <p>On-going project management, administration and monitoring of specific business strategies and initiatives being driven by Group Sales Enablement as required</p>
<p>KPIs & SLAs</p>	<p>To be agreed</p>

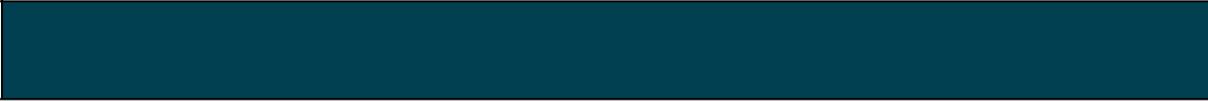
Key Working Relationships	<p>Relationship Management will be crucial in this role and will require building strong relationships with:</p> <ul style="list-style-type: none"> • IT & digital content teams • Scheduling and Operational Teams • Sales Directors & Heads of Sales • Sales Teams • Marketing & Campaign teams • Head of Propositions • Subject Matter Experts • Senior Leadership
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Skills & Abilities	<ul style="list-style-type: none"> <input type="checkbox"/> Strong understanding of sales processes, territory planning preferred <input type="checkbox"/> Past experience with problem solving and communicating with sales channels, and internal management preferred <input type="checkbox"/> Good interpersonal skills able to maintain close relationship with end users, as well as with the delivery teams <input type="checkbox"/> Ability to multi-task and prioritise <input type="checkbox"/> Business acumen with the ability to understand business needs and provide recommendations to improve business efficiency and financial results <input type="checkbox"/> Time management skills for work scheduling and on-time delivery of projects <input type="checkbox"/> Advance PC knowledge <input type="checkbox"/> Proficiency in MS Excel, capability to design and deliver actionable metrics (reports, dashboards, trends) <input type="checkbox"/> Enhance and own timely delivery of operational analytics tools to enable sales activities and track effectiveness
	<ul style="list-style-type: none"> <input type="checkbox"/> Proficiency in MS PowerPoint, MS Visio
Your Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Worked in an organisation that is serviceorientated and fast-paced <input type="checkbox"/> Problem-solving mind-set and service orientation to users <input type="checkbox"/> Strong business knowledge on service business processes including business process review, business process and systems re-engineering
Your Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Previous experience in business processes/Sales organization background (e.g. Sales Support)
Your Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent Written communication skills are required so Degree would be preferable
What you'll bring to QA	<ul style="list-style-type: none"> <input type="checkbox"/> Detail oriented <input type="checkbox"/> Logical thinker

- Good process follower
- Excellent Communicator
- Highly organized and detail-oriented
- Exceptional written and oral communication skills

- Love for learning and educating others
- Ability to prioritize their work while minimizing distraction

- Eager, positive and highly reliable



<p>About us</p>	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning</p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
<p>We promise to be</p>	<p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. Collaborative ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tonnes of different services to help you. ○ We're the positive person who actively gets stuck in to solving problems. Progressive ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.

What's on offer?

Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 **Training Days** every year, to focus on subjects they're interested in.

We also know that many people like to "give back" and so we offer 2 paid **Charity Days** each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.

We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous **25 days' holiday** per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.

It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution **pension** plan and will match your contributions up to a maximum of 4% of your basic salary.

Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by **Life Assurance** (4x your basic salary).

And finally, a few fringe benefits to assist with travel and lifestyle choices:

- Season ticket loan
- Corporate gym membership
- Cycle to work scheme