



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Sales Enablement and Development Executive
Reports to:	Sales Manager
Location:	Optional
Department:	Sales

2. ABOUT THE ROLE	
What you'll be doing?	<ul style="list-style-type: none"> • Liaising with 4 different sales teams across QA and supporting with relevant degree apprenticeships intel • Reporting and forecasting number of starts by intake • Liaising with the academic team to ensure all sales teams are up to date on the course specific info • Provide first class customer service to the learners and other stakeholders • Support with the Bid writing around degree level apprenticeships • Use honest and truthful promotion and advertising when recruiting for QA Higher Education • Provide and maintain agreed turnaround times • Go the extra mile to help sales team to deliver anticipated number of starts • Liaise with the marketing team to provide regular updates to the sales team on any delivery improvements QAHE is working on • Pick on any client feedback and improvements needed as well as draft relevant responses • Prioritising workload and taking initiative to continuously improve the conversion process • Building strong relationships within the QA as well as QAHE • Identifying Degree Apprenticeships delivery gaps and proposing solutions for it
Key Responsibilities	<ul style="list-style-type: none"> • Comfortable with working in a highly targeted sales environment and exceeding sales targets • Facilitating account managers with course related information to ensure successful sale • Demonstrate tenacity, a great deal of commitment, desire and professionalism

	<ul style="list-style-type: none"> • Manage time according to workload and business needs in order to meet agreed turnaround times • Provide excellent level of customer to all stakeholders
KPIs & SLAs	<p>Hard Indicators</p> <ul style="list-style-type: none"> • Meet or exceed agreed target of enrolled students per intake • Meet agreed turnaround times and KPIs <p>Soft Indicators</p> <ul style="list-style-type: none"> • Feedback from internal and external sales team • Feedback from marketing, operations and academic teams
Key Working Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Collaborate with the QA sales teams to build effective business strategies • Build and maintain good working relationships with the academic, operations and marketing team <p>External</p> <ul style="list-style-type: none"> • Build, manage and expand strong professional relations with clients where required

3. ABOUT YOU

Skills & Abilities	<ul style="list-style-type: none"> • Strong service orientation and communication skills • Ability to interpret academic language into a catchy pitch • Exposure to Bid writing • Ability to deliver engaging presentations to senior sales managers • Previous exposure to the Higher Education and/or apprenticeship markets • Structured and clear communication to colleagues within the team • Proactive approach where problem solving is at the heart • Confident and strong sense of direction • Self-motivated
Your Experience	<ul style="list-style-type: none"> • Track record of success in sales environment, desirably in apprenticeships market • Previous Account management evidencing substantial growth in sales
Your Knowledge	<ul style="list-style-type: none"> • Knowledge of business requirements, processes and methodologies • Knowledge of the structure of Higher Education in the UK • Knowledge of client needs and ability to support to the required level • Very good rapport building

	<ul style="list-style-type: none">• Exposure to bid writing
Your Qualifications	<ul style="list-style-type: none">• Educated at degree level
What you'll bring to QA	<ul style="list-style-type: none">• Ambition to succeed and exceed expectations• Ability to think outside the box• Constructive approach to problem-solving• Excellent customer service skills• Willingness to undertake a DBS check prior to formal start date being confirmed

4. ABOUT QA	
About us	<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>
We promise to be	<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. <p>Collaborative</p> <ul style="list-style-type: none"> ○ 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. <p>Progressive</p> <ul style="list-style-type: none"> ○ 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.

<p>What's on offer?</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 3% of your basic salary.</p> <p>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 Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> ○ Season ticket loan ○ Corporate gym membership ○ Cycle to work scheme
-------------------------	--