**Business Development Officer**

Dear Applicant

Thank you for your interest in the above post. The job information pack contains the following information:

* Job description and person specification
* Application form
* Background information
* Equality opportunities statement

You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that we receive your completed application in our office by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the application form if you wish. You should email your completed application to [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk) The **closing date** for receipt of application forms is **8 February 2019**. Interviews will be held at Friends House on **21 and 22 February 2019.**

Due to the high volume of applications we receive, we do not send individual acknowledgement of applications. We will only contact candidates who have been shortlisted for an interview. If you do not hear from us within two to three weeks of the closing date, your application has not been successful on this occasion. Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

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| **JOB TITLE:** Business Development Officer  **REPORTING TO**: Sales and Events Coordinator  **RESPONSIBLE FOR**: None  **DEPARTMENT**: Hospitality and Facilities Department  **DATE**: March 2016 |

**Job Purpose**

To maximise revenue in all departments for the company with specific attention on the third sector market, whilst adhering to Company policies and procedures and contributing to the venues quality, guest satisfaction and profit level.

**Key Accountabilities & Main Tasks**:

* Maintain regular contact with key accounts to maximise revenue for the venue. Keep accurate information on clients’ business needs and trends and to proactively use this data.
* To develop business from all sectors and specifically the third sector at all times and maintain ongoing co-ordination with all the sales team to ensure successful operation.
* To develop a group of key cooperate accounts and maintain ongoing co-ordination with all the sales team to ensure successful operation.
* Penetration in to key accounts through account development strategies for key accounts to increase market share and maximise on revenue opportunities.
* To assist and advise key departments on sales related activities and reports.
* Research and identify new sources of business via telephone sales, market research, in-house sales, direct mail, cold calling etc.
* To constantly monitor the performance of the venue and to develop strategies to rectify any negative deviation in the venues’ performance.
* To submit weekly reports on sales highlights, sales activities and provisional business.
* To submit on a monthly basis a detailed report on sales activity, contacts, results etc.
* To carry out activities as agreed and detailed in the Business Plans.
* To pro-actively source and report competitors and events industry information that will assist in long and short term planning.
* To organise and attend networking events with the appropriate clientele.
* To actively promote other venues in the organisation, cross sell, pass on leads and information to the relevant sales personnel.
* You may on occasions be asked to carry out tasks that are not mentioned above but that are in keeping with the general outline of your position.

**Other**

* Stays abreast of current and new industry technology relating to function
* Performs required duties and responsibilities in a timely and efficient manner to achieve the overall objective of the position
* Greets and smiles at guests and customers when coming across them on the venue grounds
* Assists colleagues to perform similar or related jobs when necessary
* To ensure accurate and timely communication with other departments
* Comply with company rules and regulations contained in the employee handbook
* Comply with company grooming and uniform standards
* Comply with timekeeping and attendance policies
* Actively participate in training and development programs and maximise opportunities for self- development
* Maintains own working area, materials and company property clean, tidy and in good shape; reports defective materials and equipment to appropriate individual
* Continuously seeks to endeavour and improve the department’s efficient operation, and knowledge of own job function
* To report for duty punctually, dressed smartly with name badge as per company standard
* To carry out any reasonable request by the Management Team
* Attends meetings and training as required by the Head of Commercial Services
* Accepts flexible work schedule necessary for uninterrupted service to venue guests
* Complies with H&S policy of the venue (issued on induction and available from HR if required)
* Maintains high confidentiality
* Adopts work methods that actively promote a responsible business culture e.g. turning off lights when not in use / turning off taps & recycling where ever possible.
* Encourages team to work in a manner which actively promotes responsible business

**2. Intellectual Demands**

The post demands a high level of attention to detail and the ability to work quickly and accurately under pressure.

**3. Judgements**

The post holder is expected to operate within the team’s work plan.

**4. Use of Resources**

The post has no staff responsibilities

**5. Communications**

The post holder communicates with internal and external individuals by telephone, email and face to face.

**Internal – 10%**

Contacts from within the Hospitality & Facilities Team and staff from other Quaker departments.

**External – 90%**

External customers.

**6. Physical Demands & Co-ordination**

There are no unusual physical demands required of the post holder

**7. Working Conditions and Emotional Demands**

The post is office based and involves working under pressure in terms of both responding telephone calls and emails throughout the working day. There is direct dealing with customers coming to visit the facilities, so the post is also customer facing.

**OTHER RESPONSIBILITIES:**

* Responsible for ensuring that Britain Yearly Meeting’s Equal Opportunities Policy is adhered to in all aspects of the role
* Responsible for ensuring that Britain Yearly Meeting’s Health & Safety Policy is adhered to at all times
* Responsible for ensuring that Britain Yearly Meeting’s commitment to sustainability is adhered to in all aspects of the role
* To undertake duties and responsibilities commensurate with the post

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

|  |
| --- |
| **Job Title:** Business Development Officer  **Department :** Hospitality and Facilities Department  **Date:** March 2016 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker values
* Knowledge of Microsoft Office

**ESSENTIAL EXPERIENCE**

* Experience in a similar business development / client liaison role

**ESSENTIAL SKILLS**

* Articulate
* Excellent telephone manner and ability to communicate effectively with customers
* PC literate
* Excellent teamwork skills
* Excellent verbal and written communication skills
* Adaptability
* Good organisation and planning skills

**DESIRABLES**

* **Recognised sales and or business administration qualification.**

**Equality Monitoring Form**

**Policy**

Britain Yearly Meeting is a Quaker organisation and seeks to live up to the Quaker Testimony to Equality in its employment practices. It is our policy to ensure that no job application or employee receives less favourable treatment on the grounds of race, age, colour, ethnicity or national origin, religious beliefs, sex, transgender, sexual orientation, disability, marital or civil partnership status, political beliefs, membership or non- membership of a trade union or any other factor irrelevant to the selection process. Selection procedures are reviewed to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant skills and abilities.

**Monitoring**

In order to ensure the continued development of this policy, all applicants are asked to complete the details below. This information will be solely used for monitoring purposes and will be treated as confidential and will be separated from your application form on receipt and before any consideration of candidates takes place.

|  |  |
| --- | --- |
| **Post applied for** |  |
| **Name** |  |
| **Sex** |  |
| **Date of Birth** |  |

|  |  |
| --- | --- |
| **Please place an X next to the description which you feel is the most appropriate of your ethnic origin (please choose ONE section from A to F).** | |
| **A White** | **B Mixed** |
| British  Irish  Other (please indicate)  Prefer not to say | White and Black Caribbean  White and Black African  White and Asian  Other (please indicate)  Prefer not to say |
| **C Asian or Asian British** | **D Black or Black British** |
| Indian  Pakistani  Bangladeshi  Other (please indicate)  Prefer not to say | Caribbean  African  Other (please indicate)  Prefer not to say |
| **E Chinese** | **F Any other Background** |
| Chinese  Other (please indicate)  Prefer not to say | Any other background  Other (please indicate)  Prefer not to say |
| **How would you describe your sexual orientation? Please place an X next to the description you feel is the most appropriate. Do you identify as:** | |
| Bisexual |  |
| Gay Man |  |
| Gay/Lesbian Woman |  |
| Hetrosexual/Straight |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Which of the following, if any, is your religion. Please place an X next to the description you feel is the most appropriate.** | |
| Atheist |  |
| Baha’i |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jains |  |
| Jewish |  |
| Muslim |  |
| Parsi |  |
| Rastafarian |  |
| Sikh |  |
| No religion |  |
| Prefer not to say |  |
| Other (please state) |  |

|  |  |
| --- | --- |
| **Do you consider yourself to have a disability?** | |
| Yes |  |
| No |  |
| If yes, please state |  |

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application**

**Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment, or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months.

We will not share your information with any other organisation unless required to do so by law.

**Completed applications**

Completed applications should be emailed by the stated closing date to: [quakeremploy@quaker.org.uk](mailto:quakeremploy@quaker.org.uk)

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date is passed, the recruiting manager and the interview panel shortlist applicants who demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. If you do not hear from us within two weeks of the closing date your application has been unsuccessful.

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. The unsuccessful candidate is offered the opportunity for feedback.

**References**

On the application form you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you were a student one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 180 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as ‘centrally-managed work’.

**A Quaker workplace**

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)