

Job Description

JOB TITLE:	Junior Business Development Executive
GRADE:	Support Scale G
REPORTS TO:	Business Development Team Leader
CAMPUS:	Slough & Langley College
JOB PURPOSE:	To support the Business Development Team in increasing apprenticeship starts year-on-year by providing high-quality administrative and sales support. The post holder will work as a trainee within the team, developing core business administration, communication, and customer engagement skills while contributing to lead generation, employer engagement, and apprenticeship promotion.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

Employer Engagement & Sales Support

- Support lead generation activity through desk-based research, and outbound contact with employers to identify potential apprenticeship opportunities.
- Make initial contact with employers via telephone, email, and digital platforms to promote apprenticeship opportunities and arrange follow-up engagement.
- Schedule meetings for the Business Development Executives, ensuring diaries are managed effectively and employers receive timely confirmation and information.
- Prepare for employer meetings by collating background information, updating CRM records, and producing meeting packs where required.
- Attend employer meetings alongside members of the Business Development Team to observe, support, and record key discussion points and actions.
- Complete follow-up actions after meetings, including sending summaries, booking next steps, and updating records accurately.

Apprenticeship Promotion & Events

- Support the promotion of apprenticeships at open days, employer events, and recruitment activities.
- Engage confidently with employers and prospective apprentices, providing clear and accurate information about apprenticeship pathways.
- Support the preparation of promotional materials and event logistics as required.



Administration, Systems & Compliance

- Accurately record all employer interactions, leads, and outcomes on the CRM system, ensuring data is up to date and compliant with internal processes.
- Maintain organised records, trackers, and documentation to support sales reporting and pipeline monitoring.
- Support the team with general administrative tasks, including document preparation, email correspondence, and reporting.

Team & Professional Development

- Work collaboratively as part of the Business Development Team, contributing to a professional, positive, and target-driven environment.
- Take responsibility for own learning and development, actively engaging with apprenticeship training, sales induction, reviews, and off-the-job learning.
- Demonstrate professionalism, confidentiality, and effective time management at all times.

Internal Induction

The apprentice will receive a structured induction, including:

- Introduction to the College Group, mission, values, and safeguarding responsibilities
- Overview of the Business Development function
- Full Induction programme, including sales modules.
- Training on CRM systems, sales processes, and data protection
- Shadowing experienced Business Development staff during employer engagement activities
- Clear explanation of apprenticeship expectations, off-the-job learning, and review processes
- Ongoing support will be provided through regular one-to-ones, progress reviews, and mentoring.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

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PERSON SPECIFICATION

Junior Business Development Executive

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A Level 2 qualification (GCSE or Equivalent) in Mathematics or willing to work towards within 2 years. (please state this in your application)	✓		AF
A Level 2 qualification (GCSE or Equivalent) in English or willing to work towards within 2 years. (please state this in your application)	✓		AF
EXPERIENCE			
Some experience in a customer-facing role (e.g. retail, hospitality, call centre, customer service, admin with phone work) (Please state this in your application form)		✓	AF
An understanding of professional workplace behaviour		✓	AF
SKILLS, KNOWLEDGE AND ABILITIES			
Interest in business, sales, and employer engagement	✓		AF
Willingness to learn and develop new skills	✓		IV
Proven ability to work effectively in a team	✓		IV
Ability to work as part of a team and manage multiple tasks	✓		IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation