

## BUSINESS GROWTH OFFICER

### Job Specification

<b>Salary:</b>	Scale 6 (£29,226 - £31,139)
<b>Working Hours:</b>	37 hours per week, all year round
<b>Area:</b>	Future Skills & Growth
<b>Reporting to:</b>	Business Growth Manager
<b>Location:</b>	Taunton College
<b>Closing date:</b>	7 January 2026

### Job Purpose

To drive new business growth and employer engagement across UCS College Group's Apprenticeships, Skills Bootcamps, and workforce development programmes. The Business Growth Officer is responsible for identifying opportunities, generating leads, and converting employer interest into funded and commercial training starts, contributing directly to income and performance targets.

The postholder will act as the first point of contact for new and prospective employers, providing a professional, consultative approach that showcases the full value of the College Group's skills offer. They will manage a portfolio of leads through the full sales cycle, from initial enquiry to handover, ensuring timely, accurate and customer-focused engagement at every stage.

Working closely with the Business Growth Manager, Skills Partnership Manager, Relationship Manager and Curriculum teams, the Business Growth Officer will contribute to marketing campaigns, outreach activity and the continual refinement of the Group's growth strategy.

This is a key commercial role within the Future Skills & Growth Team, designed for a proactive, target-driven individual who thrives in a fast-paced, high-performance environment and is motivated by achieving results and building long-term employer relationships.

### Job Responsibilities

Generate and convert new business leads across Apprenticeships, Skills Bootcamps, and commercial training.

Manage the full sales process from initial contact to handover, ensuring all employer needs are identified and met.

Achieve agreed targets for starts, income, and conversion, maintaining accurate forecasting and pipeline records.
Build and maintain strong relationships with employers, understanding their workforce priorities and identifying suitable training solutions.
Work collaboratively with curriculum and operations teams to ensure proposals are viable, deliverable, and aligned to funding rules.
Support marketing and outreach campaigns, attending events, employer forums, and networking sessions to raise the Group's profile.
Record all employer interactions on the CRM system, ensuring data accuracy and timely reporting of activity and outcomes.
Contribute to the continuous improvement of sales tools, processes, and materials, ensuring efficiency and consistency in approach.
Provide regular updates to the Business Growth Manager on performance, pipeline, and emerging market opportunities.
<b>Other responsibilities</b>
Comply with all UCS College Group policies including safeguarding, equality and diversity, and health & safety.
Support strategic bids, promotional campaigns, events and cross-team projects that contribute to the Future Skills & Growth strategy.
Some occasional evening or weekend work may be required.
Any other responsibilities commensurate to your role.

### **Qualifications/Skills/Knowledge/Qualities**

<b>Essential Criteria</b>
Proven experience in business development, sales, or employer engagement.
Demonstrable success in achieving or exceeding individual performance targets.
Strong communication and negotiation skills, with confidence in engaging at all business levels.
Excellent organisation and time management skills, with the ability to prioritise competing demands.
Commercial awareness and understanding of how to position training solutions to meet employer needs.
Proficiency in CRM systems and data tracking for performance management.
Self-motivated, results-focused, and driven by achieving measurable outcomes.

Commitment to equality, diversity, and delivering a high-quality employer experience.
Full UK driving licence and access to a vehicle for work-related duties.
<b>Desirable Criteria</b>
Experience working in the further education, apprenticeships, or skills sector.
Knowledge of skills funding streams or employer-led training initiatives.
Experience in B2B account management or consultative selling.
Level 3 qualification in Business, Marketing, or related discipline.

### **Application Forms**

Fully completed application forms should be submitted online by **12 midnight, Wednesday 7 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

### **Interviews**

Interviews have been scheduled for **Thursday 15 and Friday 16 January 2026**. Shortlisted candidates will be contacted shortly after the closing date.

Shortlisted candidates will be invited to interview, and full details of the interview process will be sent in advance.

### **CONDITIONS OF EMPLOYMENT**

#### **Pre-employment Checks**

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

#### **Working Hours**

As a full time member of staff, your normal working week will be 37 hours per week. Normal working hours are 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday. The postholder will, however, be expected to work flexibly to meet the needs of the students, employers and the department.

#### **Annual Leave**

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus bank holidays.

## **Christmas Closure**

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of college terms/curriculum programmes.

## **Benefits**

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

## **Financial**

- Competitive salaries, a defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)
- Perkbox – our retail and leisure discount scheme
- NUS Totum Discount Card

## **Family and Personal**

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure.
  - Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater College, offering a 5% staff discount on childcare fees.

## **Recognition**

- Bi-annual support and teaching staff achievement recognition (STAR) awards
- Long service celebrations and awards

## **Health and Wellbeing**

- Employee Assistance Programme including Wisdom App
- College gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

## **Leisure and Pleasure**

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

## **Equality & Diversity**

UCS College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

## **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. UCS College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. Further information about Disclosure can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)