



Job Description

Title	Business Development Officer (Safer Gambling)
Reports to	Director of Business Development and Fundraising
Salary	£29,384 p.a
Hours	37.5 hours per week
Contract Type	Full-time, Permanent
Location	Remote based with occasional need to travel
Direct Reports	N/A

Job Purpose

The post holder is required to lead the facilitated delivery of all safer gambling training programmes in conjunction with the Director of Business Development and Fundraising and Betknowmore UK. Their knowledge of lived experience will be part of the delivery with the post holder relating this in open training environments. The post holder will also support and administer all safer gambling training programmes and have responsibility for maintaining records on CRM and LMS. They will be required to lead and work in collaboration with Betknowmore UK for updating training materials and creating specific training programmes.

The post holder will support the Director of Business Development and Fundraising with networking and sales generation for the Safer gambling training programmes against annual KPI targets.

Key Tasks

- Support the Director of Business Development and Fundraising with networking from the identified target audience and actively manage sales pipelines. Also build their own pipeline of new customers using tools such as LinkedIn to achieve annual KPI targets.
- Plan, prepare and deliver Safer Gambling Training Programme workshops in conjunction with the Director of Business Development and Fundraising and Betknowmore.
- Complete training where required (with occasional overseas travel).
- Manage the administration of booking and delivering training including sales invoicing, progress reporting and City & Guilds certification
- Assist improvement and evaluation processes, facilitating modifications to structure, content and delivery as agreed with the Head of Partnerships.
- Ensure that quality standards and YGAM/BKM values are upheld in the delivery of the Safer Gambling Training Programme to ensure that stakeholders continue to engage with follow up opportunities and other service offerings.
- Lead the process to identify further sales opportunities within the gambling sector.
- Maintain the administrative functions of the role in a timely and organised manner.
- Assume leadership of and drive your work to achieve the agreed outcomes.
- Support the marketing team with review and sign off marketing campaigns and public events.
- Attend public events both in the UK and overseas when required.

Person Specification

Essential

- Educated to degree level or have the equivalent experience.
- Experience of facilitating impactful training.
- Excellent written, verbal communication skills and attention to detail.
- Experience in creating and updating training material.
- An understanding of the principles of good teaching
- A working knowledge of measuring learning & development outcomes.
- Outstanding networking skills
- Excellent working knowledge of I.T applications (Microsoft Office)
- Experience of driving projects to achieve agreed outcomes.
- Ability to work in a highly organised manner.
- Organisation skills with a problem-solving mindset.

Desirable

- Prior experience of gambling related-harm directly or in-directly
- Prior experience developing a sales pipeline or increasing participation in service uptake.
- Prior experience gaining 'buy in' to new ideas or supporting changes in practice.
- Prior experience of audit and evaluation
- Ability to motivate and inspire others.
- Experience of achieving strong learning outcomes for learners.
- Experience in writing funding or capital request.
- Experience in pipeline building sales generation through networking.
- Good understanding of the principles of the License Conditions Code Practice (LCCP)