



Account Manager – Early Careers Development Team

Salary: £24,000 - £29,000 + OTE. *Starting salary is dependent on experience*

37.5 hours per week

Reporting to: Head of Early Careers

Location: Home Based or at one of our office locations nationwide.

The Job (in a nutshell)

An amazing opportunity to be part of a UK Charity, working with a vast array of industry leading corporate clients. Working closely with the Early Career Business Development Managers, we are looking for someone to help maintain, grow, and develop long-term partnerships via employers (UK wide).

There is a clear remit of managing customer accounts and researching opportunities to expand and develop the number of Apprentices, Graduates and Future leaders Outward Bound work with annually.

Occasional evening, weekend and overnight work will be required as part of the role, including attending taster sessions, client visits and centre visits.

Who we're looking for

You will be a creative, results driven team player ideally with an understanding of Early Careers development and account management, with experience of developing and maintaining strong relationships and problem-solving client needs.

You will have a passion and enthusiasm for the outdoors and be aligned to Outward Bound's values.

Your Experience

- Excellent communications skills and the ability to build strong working relationships with internal and external professionals.
- You'll be highly organised have excellent attention to detail and be able to maintain high standards of communication on the phone and in writing.
- You will have experience of negotiation.
- You'll be able to work unsupervised and under own initiative.
- A confident user in Microsoft systems
- Presentation skills online and in person
- Ideally previous experience of LinkedIn and LinkedIn Sales Navigator for prospecting, networking, and client engagement.

Areas of responsibilities

- Supporting the Business Development Managers in securing new and repeat business to agreed quarterly and annual targets.
- Develop a deep understanding of client strategy and undertake learning needs analysis.
- Sales proposals.
- Online presentations such as pre-course briefings
- Maintaining client records via our CRM system.
- Liaising with all areas of the organisation to maximise potential opportunities.

You'll also need

- An enhanced DBS check.



Salary and benefits

Salary £24,000 - £29,000 per year

Benefits:

- Annual Leave of 24 days, plus bank holidays. Annual leave increases by 1 day per year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date
- Employee assistance programme Unum: In the form of an app, with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
- Personal Accident Insurance while at work or commuting
- Health Cash Plan with Medicash: a taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
- Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount
- Staff bursaries: discounted course fees for family members

Plus!

- Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

Hours of work

You'll work an average of 37.5 hours per week.

Settling in period

There is a 3-month settling in period from contract start date.

How to apply

If you are interested, please drop an email with a up to date CV and covering letter of no more than 500 words to Sarah Shutt, sarah.shutt@outwardbound.org.uk

The closing date is 29th August 2022. A first interview will take place at Head Office in Hackthorpe, nr Penrith on 8th September 2022 (or via Zoom if appropriate). An in-person meeting would also be needed if first interview was via Zoom.