

Personnel Specification

The Personnel Specification shows essential skills, abilities, knowledge and qualifications required to be able to carry out the duties of this post. Please address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Job Title: Business Development Executive

Factor	Essential	Desirable
Essential Qualifications and Experience	<ul style="list-style-type: none"> Degree or equivalent in marketing/PR/Business or a relevant discipline. A minimum of 3 years' experience in Business Development with a proven track record of securing sponsorship and/or funding and/or corporate support. Knowledge and experience of funding / grant application procedures. IT literate to include extensive use of electronic communications and Microsoft Office programmes. 	<ul style="list-style-type: none"> Experience of applying for awards and/or accreditations.
Essential Skills and Aptitude	<ul style="list-style-type: none"> Excellent written communication skills to analyse, interpret and present complex information in a clear and persuasive way for a wide range of audiences. Ability to engage effectively with key stakeholders, maintain and develop relationships with key corporate partners. Highly developed ability to verbally convey information, 	<ul style="list-style-type: none"> Competent in the use of graphic design package Adobe CS4.

	<p>including fundraising pitches and project updates to a range of audiences in a clear, inspiring and confident way.</p> <ul style="list-style-type: none"> • Strong attention to detail. • Drive and determination to get things done in a busy and dynamic working environment with exceptional time management and organisational skills. • Commitment to Employers For Childcare’s philosophy and values 	
<p>Essential Special Circumstances</p>	<ul style="list-style-type: none"> • Ability to work flexibly and travel occasionally throughout Northern Ireland, UK and elsewhere at times demanded by the job. • Possess a full driving licence and have access to a car for work purposes. • Willingness to actively participate in all photographic and media opportunities to promote the organisation. 	