

Job Description

Job Title:	Business Development Lead (Careers & Employability)
Group:	Global Programmes & Business Development
Dept/Project/Service:	Business Development
Reports to:	Head of Business Development
Responsible for:	Business Development Manager
Usual office base:	Regional EDT office, with flexibility for hybrid working
Grade:	EDT Grade 3

Job Purpose:

Hold accountability for overseeing all Careers and Employability opportunities in the UK and globally, with the aim of securing new, high value, profitable and strategically important business. Work closely with the Head of Careers, Employability & Progression, operational teams, and Business Development colleagues to identify, qualify, and pursue new opportunities. Take responsibility for the full opportunity life cycle, including pre-positioning, leading solution design, partnership management, bid writing, managing bid teams, and collaboration with operational teams to ensure the successful handover and mobilisation of new contracts.

Job Objectives:

1. Lead Careers and Employability growth strategy:

- a. Work with the Head of Careers, Employability & Progression to lead the Careers and Employability growth strategy in the UK and globally, ensuring EDT is well positioned to capitalise on new opportunities in the sector.
- b. Lead market analysis to support opportunity positioning, including future funding opportunities, clients, competitors, and potential partners.

- c. Lead engagement and negotiations with external organisations to form partnerships for bids and other opportunities.
- d. Represent EDT in collaborative work with external partners and clients.

2. Lead Careers and Employability opportunity development and support mobilisations:

- a. Identify new Careers and Employability business through opportunity tracking and management in the UK and globally, working with Business Development colleagues and relevant regional and operational teams.
- b. Lead and quality assure bids from end to end, including solution design, stakeholder engagement, partnering, bid writing, and commercials. This will involve extensive work with the Head of Careers, Employability & Progression, the Business Development team, and the wider organisation, with the role holder having accountability for ensuring submitted bids meet and/or exceed client requirements.
- c. Support internal improvement projects intended to improve the performance of the Business Development team.
- d. Lead or support mobilisations as required by operational teams.

3. Business Development team support and line management:

- a. Line manage the Business Development Manager to ensure effective co-working in the pursuit of new opportunities, and to develop their professional expertise and capabilities.
- b. Support and guide more junior colleagues across the Business Development team.
- c. Support the wider Business Development with opportunities outside of the Careers and Employability remit as/when needed.

Scope:

Some travel will be required for opportunity development purposes. The role is likely to involve working outside of standard work hours during the peak periods of Business Development activity.

Person Specification:

Knowledge

Essential:

- Excellent knowledge and political and strategic awareness of the Careers and Employability sectors in at least one of EDT's core regions and/or markets
- Excellent knowledge and understanding of all elements of bid development
- Excellent commercial acumen

Desirable:

- Knowledge of the Careers and Employability sector in at least two of EDT's core regions and/or markets
- Knowledge of mobilisation processes, tools, and techniques

Experience

Essential:

- Demonstrable experience in a Business Development environment with success in securing high value careers and employability contracts
- Significant experience of bid development, strategy development, market analysis, client positioning, and partnership development
- Proven people management and leadership experience, including performance management and talent development
- Strong experience of managing internal and external stakeholder relationships
- Strong experience of successful programme/project design to client requirements

Desirable:

- Experience of working directly in the Careers and/or Employability sectors
- Experience of working in Business Development in a non-UK context

Skills

Essential:

- Excellent verbal and written communications skills in English, including specifically excellent bid writing skills
- Outstanding ability to think strategically and problem-solve to deliver fit-for-purpose solutions that meet organisational needs and client requirements
- Strong stakeholder management skills, including the ability to influence at senior management level and to work collaboratively across organisational departments, as well as externally with clients and partners
- Numerate with the ability to analyse complex sources of data and lead commercial programme design considerations
- Strong ability to work under pressure to tight deadlines and confidence in making difficult decisions independently

- Excellent team working, cooperation and line management skills, with the ability to support and develop junior staff
- Ability to represent EDT credibly at the highest levels with key client and external contacts, primarily in the Careers and Employability sectors

Desirable:

- Foreign language skills

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.