



a kiwa company

JOB DESCRIPTION	
Job Title	Business Development Manager
Department	Commercial
Reports To	Sales Manager
Line Management	n/a
Purpose	We are looking for an experienced Business Development professional who can bring talent, drive and fresh thinking to help propel our business forward. Your role will be a remote based sales role covering the remote business development activities in the UK and Ireland. You will gain invaluable experience and exposure working on a variety of exciting sales opportunities for a large, diverse, and ambitious organisation. Key functions: • To represent NQA; promoting and selling our certification and training services • To build and maintain relationships with key stakeholders across the industry • To proactively build NQA's portfolio of clients
Budget	The post-holder does not have a budgetary responsibility.
Location	Hybrid / Flexible
Dimensions	This is a practical hands-on position, which would be ideal for a candidate who is looking to work for a growing and dynamic global business. This will be a fast paced and varied role and would be suitable to a candidate with demonstrable experience in a similar role. Working as an integral part of the UK Business Development team this field based role focuses on growing the sales revenue in NQA certification services and NQA Training services. The role will require you to deliver and develop excellent customer relationships with both new and existing clients and consultants and achieve monthly and annual sales targets. You must have a strong field sales background and a proven track record of meeting and exceeding sales targets. Experience of working in the certification industry or a professional services industry is required.
Skills & Competences	Essential: • The ability to establish effective working relationships both internally and externally at a senior and working level. • Experience of business development in the TIC industry. • Experience of meeting and exceeding sales targets. • Personal experience of accountability for sales targets. • Results focussed and ability to work well under pressure. • Ability to understand and utilise financial and management information, with the ability to make informed decisions.

	• Experience of the development and implementation of sales strategies and tactical plans. • Track record of setting and achieving challenging targets for the sales function. • Ability to “sell” services. • Full clean driving licence. Desirable: • Demonstrable understanding of the marketing in which NQA UK operates. • Experience of business development in the certification industry. • Knowledge of Salesforce.	
Responsibilities	• To meet and exceed your sales target. • To arrange and conduct sales meetings and presentations with clients across the UK both virtually and face to face. • To achieve individual sales targets and support the wider business development team to achieve their sales targets set by the Commercial Director. • To build positive relationships with new and existing clients to increase initial revenue and retention revenues. • To build positive relationships with new and existing consultants to increase number of quotes and sales conversions. • To support the Commercial Director with sales visits, exhibitions, and events when necessary. • Proactively maintain and build key customer accounts. • To develop new clients to increase the customer base including ad hoc support with tenders. • To maintain accurate records of all enquiries, sales and transactions using salesforce.com system. • To maximise sales of products and services, including the development of appropriate sales channels. • Ensure the customer’s experience is reflected in all sales activities and customer propositions. • Support the Commercial Director in both initiatives and activities supporting the consultant partnership programme to increase Consultant engagement. • To undertake any other duties as appropriate within their competence, as required by the Commercial Director from time to time. • Periodic attendance at meetings at Head Office required.	
Job Description Authorised by (Relevant Line Manager/Director)	Signature: 	Date: 01.11.2025
	Name: Rowan Cammarano, Commercial Director	
I understand and accept this document as a description of the responsibilities, authorities and duties placed on me.	Signature:	Date:
	Name:	

