**Job Profile**



|  |
| --- |
| **Core job information**DiVA is the independent training provider for creative media professionals. Our core work incorporates creative apprenticeships, graduate work placements, accredited and non accredited training as well as career coaching. We work across the creative sector including film, TV and digital media, arts and culture with clients’ including large corporations such as 20th Century Fox, Universal, Crossrail to start up businesses.  DiVA has an excellent track record of supporting learners and employers in the delivery of work experience placements, including apprenticeships. We were the first London based training provider to receive the Creative Skillset Tick recognising the outstanding industry relevant training DiVA provides. |
| **Job Title** | Business Development Assistant |
| **Dept./School/Inst.** | DiVA  | **Section/Centre/Unit** | Business Development |
| **Career Family** | Training Provider |
| **Working hours per week** | 40 | **Appointment period** | 6 months |
| **Reports to (job title)** | Director |  **Location** | Stratford |
|  |
| **Job purpose**  |
| **Overall purpose of internship:** gain an understanding of what it takes to develop a business. You will learn how to create sales and profitability through clear planning, the importance of building and maintaining client relationships through excellent Customer Service skills and how to manage cash-flow. **Anticipated Outcomes for the Intern:** having secured new clients during the internship you will have gained practical experience in customer service, brokering new relationships. You will also develop team working and communication skills.  |
|  |
| **Knowledge, Skills & Experience** |
|  | * **Requirements**
 | * **Essential Unless Marked ‘D’ for Desirable**
 |
| **Qualifications** | * Educated to degree level or equivalent
* Relevant professional qualification (business administration) or equivalent
 | * E
* D
 |
| **Experience** | * Substantial office experience within an administration setting
* Sales experience
 | * E
* D
 |
| **Knowledge, skills & abilities** | * Excellent Customer Service Skills
* Excellent written and verbal communication skills
* Good spelling, grammar and writing abilities with attention to detail
* Organised, with good time management and interpersonal skills
* Good research skills
* Brilliant people skills
* Be able to work independently
 | * E
* E
* E
* E
* E
* E
* E
* E
 |
| **Attitude & disposition** | * Personable attitude
* Self motivated
* Bubbly Nature
* A good sense of humour!
* Self motivated
* Confident - not afraid to ask questions, particularly if you're not sure what is required of you!
* Hard working
* Creatively minded – ready to put forward ideas and run with them!
 | * E
* E
* E
* E
* E
* E
* E
 |
| **Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability)* |
| **Main Duties and Responsibilities of the Role** |
| **Key Duties include:** * Researching new methods of generating business for the company.
* Contacting potential clients about our work via phone and e-marketing
* Representing the company at client events
* Responding to incoming email and phone enquiries
* Listening to customer requirements and presenting appropriately to make a sale
* Project Management
* Help build and maintain relationships with current clients
 |
|  |
| **Working Environment**  |
| This is an office based position. The right candidate will be able to develop the role according to their strengths.DiVA is a great company to work for. We’re a small close knit team which means you’ll get to know the business inside and out and see first-hand the contribution you make. All ideas are welcomed. All opinions are heard and respected. When we’re busy be prepared to juggle several tasks simultaneously and work to short deadlines as and when required. Above all, have fun while you get the job done! |
|  |
| **How to Apply**  |
| Please complete an application form and return to Kristie@divafilms.co.uk. Deadline for applications: 11th October 2013. Answer the following vacancy questions in the application form:1. What achievement are you most proud of and why?
 |