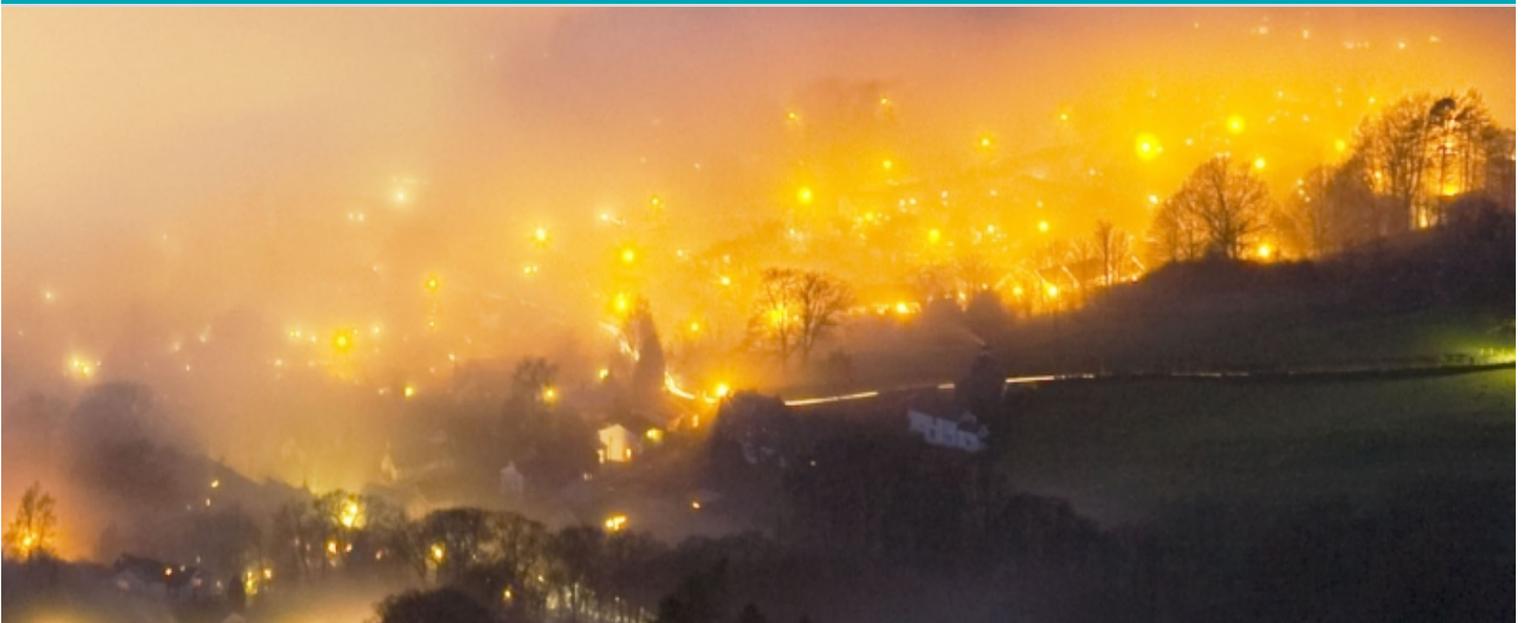




IMPACT

Business Support

The small print...





Business Development Support

The small print

Are you looking for an exciting and diverse role?

We are searching for a candidate who has expertise in providing exceptional project and administrative support for three busy teams. You will play a key role in ensuring that we provide world class service to our clients.

The role has three core focuses:

Supporting the business development team

- Supporting the management of all incoming global enquiries and inputting contact information into our CRM system
- Producing professional sales and programme documents/presentations using Microsoft Word, Excel and PowerPoint
- Managing proofreading, formatting, brand management and copy-editing of sales documentation, ensuring high quality deliverables
- Coordinating, collating and producing information for RFIs, tenders and portal management
- Managing and updating our knowledge management system and other resources on a regular basis to ensure we have examples of best practice in sales documentation
- Managing and coordinating team holidays, sick leave, team events, weekly meetings, training and external events
- Managing and updating internal systems to record sales data and management information

Supporting the Head of Commercial

- Assist with non-disclosure agreements (NDA's)
- Reviewing tender terms and conditions and responding within specific deadlines
- Creating and checking statements of work (SOW's)
- Filling in supplier questionnaires

Supporting the data security team

- Working closely with the data security working team to implement GDPR training and policies
- Coordinating, collating and inputting information into data security questionnaires
- Reviewing and responding to data security-related documents, for example, data processing agreements
- Documenting and helping to improve processes which involve handling data
- Investigating and documenting data breaches



**Business
Development
Support**
The small print

Here's some stuff we'd like you to be brilliant at:

- Digital literacy, in particular, proficiency in MS Office (Word, Excel, PowerPoint), experience with Smartsheet would be helpful – we work on Macs
- Meticulous attention to detail – you will need to correct mistakes and champion quality consistently
- Competent literacy and numeracy skills – you will need to research information, write fluently and present data accurately
- Customer service – providing outstanding levels of customer service to your internal and external clients
- Ability to work under pressure – you'll need high levels of personal organisation and flexibility
- A self-assured approach: you'll need a warm, calm and easy self-confidence when juggling multiple priorities for different stakeholders
- A team player – relationships are at the heart of how we work globally
- Strong personal initiative – you'll need to be on the front foot helping us make everything work
- Open to learning new things – we are all learning all the time, learning is the work

Business Development Support The small print

Here's some stuff we're brilliant at:

- The money part – salary is negotiable and competitive (depending on experience)
- Profit share, bonus scheme and contributory pension scheme are all in there too
- We're a Great Place to Work® – it's official!
- Wellbeing – health insurance is included in your package
- Inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

