



LONDON CENTRE FOR TRAINING & DEVELOPMENT LTD

Tower House, Lewisham High Street, London, United Kingdom, SE13 5JX.

Tel: +44 (0)800 689 4834. Email: info@lctd.co.uk URL: www.lctd.co.uk.

JOB VACANCY

**Director of Studies & Head of Centre for Education & Training Professionals:
Gillian Courtney**

ABOUT LCTD

London Centre for Training & Development (LCTD) is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC), which is an independent body providing accreditation services for independent, further and higher education colleges.

At LCTD, we are committed to bringing out the best in everyone. The Centre prides itself as a leading training provider who does everything 'exceptionally' to ensure our staff, Assessor, and learners achieve their full potentials. Since March 2016, LCTD has been providing relevant, accredited and professionally recognized adult qualifications.

London Centre for Training & Development Ltd (LCTD) upholds the quality standard required as a reputable Training provider, thereby assiduously achieving successful learner performance above the National Average.

Awarding Bodies licensed by Ofqual; accredits the courses offered by LCTD. These courses are available from RQF level 2-8. As an ASIC accredited training provider, all our qualification is open to both UK and International students.

LCTD's mission is to remain a highly reputable leading training provider that creates opportunities, success and future for our learners.

LCTD STRUCTURE

The senior management team currently leads LCTD through three established centres. These centres include:

- Centre for Accounting & Business Professionals (CABP).
- Centre for Health Care Professionals (CHCP)
- Centre for Education and Training (CETP)

The assessment, teaching and administration activities are carried out at the South-East location of LCTD. The Centre adopts an International student's recruitment strategy.





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MANAGEMENT STRUCTURE

The Centre Manager is responsible for the day to day management LCTD. She is supported by an executive/ associate team consisting of the Director of Studies, Head of Centres, Business Development Manager, Managers, Admin, Lead IQA, and Lead Assessor.

JOB SPECIFICATION

| | |
|--------------------|---------------------------------------|
| Centre: | Organisation Level. |
| Job Title: | Business Development Manager |
| Reference: | LCTD/BDM/21/1 |
| Date posted: | 1st February, 2021. |
| Salary: | £27,000 Inclusive of London weighting |
| Employment Status: | Full Time |
| Start Date: | 22nd March 2021 |
| Reporting to: | Centre Manager |

ABOUT THE JOB

As the **Business Development Manager**, you will be responsible for recruiting students; providing business development support in recruiting, developing, managing agents and satellite center's.

This role will require you to make phone calls, send emails and meet the agents in person. You will also look into developing partnerships in a predefined geographical area, reaching out and setting up partnerships with businesses, Universities or international education institutions; for us to be able to market our programs.

OTHER KEY RESPONSIBILITIES WILL INCLUDE:

Responsibilities: The role will take into account the recruitment target of each of LCTD established center's. Among other things; your role could involve:

- Develop sales plans to meet the set student recruitment targets
- Increase the reach of LCTD by appointing agents in different countries.
- Increase the brand presence through participation in trade fairs, organizing events and recruitment activities in the UK and abroad.
- Provide input for new courses developments for us to continue to grow as an organization.





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REQUIREMENTS

PRIMARY REQUIREMENTS:

You will be an outgoing individual with a high degree of energy and enthusiasm that you can transmit to others and inspire them. We would also expect you to have:

- Personal experience of generating leads using social media, LinkedIn, and Facebook;
- Good communication and interpersonal skills
- The ability to create and deliver engaging partnerships
- Considerable experience in designing marketing material and online

(A) Qualification & Experience:

1. Degree qualification or Vocational Qualification at a minimum of Level 6 in a field relevant to any of our established Centre's;
2. Previous experience in the UK in any field relevant to any of our established;
3. Be able to provide an up-to-date, clean DBS.





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SECONDARY REQUIREMENTS

*Candidate must be able to meet at least any **TWO** of the following criteria (B-D)*

(B) Communication, IT skills and values

Highly effective interpersonal and communication skills (including oral, written/literacy, numeracy and presentation skills). Evidence will comprise:

- (i) ability to use IT to support students and discharge administrative responsibilities (MS Word, MS Excel, MS PowerPoint, Windows 10 or Macs);
- (ii) evidence of the use of E-portfolio for evidence submission and assessment (e.g. Laser System, any other related short-courses system);
- (iii) ability to translate LCTD values into action.

(C) Developing enterprise activities and external links

The ability or the potential to develop useful connections with business to generate enterprise income and networks. Evidence will comprise:

- (i) generating consultancy and CPD income;
- (i) active professional body membership that can increase the esteem and influence of the Centre;
- (iii) Significant engagement with external organizations (public bodies/charities/NGOs) can increase the Centre's esteem and influence.

(D) Improving the learner experience

The ability or the potential to undertake activities that contribute to enhancing the wider student experience. Evidence will comprise the development of initiatives to:

- (i) support extra-curricular learner activities;
- (ii) raise levels of learner satisfaction;
- (iii) improve levels of learner retention and progression;
- (iv) enhance levels of learner employability.





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NOTES TO APPLICANTS

For this role, you must submit the attached application form, a CV and a cover letter. Please address all sections of the job description, providing evidence about each element of the selection criteria where applicable. Your application will be considered on the basis of what is supplied by you on the CV and cover letter, and subsequent interview.

EQUAL OPPORTUNITIES POLICY STATEMENT

LCTD is committed to equality of opportunity both as an employer and as a responsible, independent training provider.

LCTD will promote good relations among its staff and learner and create conditions that contribute to all its members' full development and potential.

NO SMOKING POLICY

Applicants will wish to note that LCTD has a no smoking policy, which means that smoking will not be permitted anywhere while in the Centre buildings.





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APPLICATION FORM

Position

Name*

First

Last

Email *

Nationality

Phone

National Insurance Number*

Full Address:





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LIST OF QUALIFICATIONS & EXPERIENCE (Please attached up to date CV)

Further Information

Details of two References (Name, Position, Email, Telephone and Relationship to you)

Please provide details of two referees, one of whom should be your current or most recent employer/institution.





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Declarations

- Data Protection Act
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975:
- Criminal Convictions

To comply with Data Protection obligations, the Centre reserves the right to use the information you have provided in the application form for personnel record and payroll purposes.

Data may be held both electronically and manually and will be processed for management reporting, supplying statistical information to our funding bodies and for any authorized requests from external third parties.

You have the right to ask for a copy of the information held in our records. You also have the right to correct any inaccuracies in your information.

Further information can be obtained from the Data Protection Officer.

Criminal Conviction: Declaration Form

I certify that all information contained in this form is true and correct to the best of my knowledge and realize that false information may lead to termination of employment.

GDPR Agreement *

I consent to have my submitted information stored; so they can respond to my inquiry.

