



### **Business Development**

**Responsible to:** Chief Executive of the NAA

**Job Summary:** Development of membership & business opportunities

**Tenure:** Intention is for the role to be full time, however part-time working may be required to balance available workload.

**Duties:**

- Develop and deliver the NAA membership offering.
- Maximise the income from membership.
- Supports grant applications where NAA is the delivery partner or one of the beneficiaries.
- Develop and deliver the consultancy role of NAA; specifically targeting LEP's, councils and others who require automotive industry information/perspective/strategies.
- Assist the Chief Executive in developing strategic partnerships with stakeholders in both the public & private sector
- Development & implementation of the NAA strategy for membership and new business opportunities.
- It is anticipated that it will be a split of 60/40 membership to other business development activities.

**Person Specification:**

*Skills/Experience:*

- First degree or equivalent in a relevant discipline
- Successful track record of developing and delivery projects of >£1m in value
- Relevant automotive experience at a senior manager level
- Experience of working with public sector organisations and public sector funding
- Beneficial to have experience of Sales and/or Procurement
- Good computer skills; specifically with Microsoft Office & Sage Act!
- Experience of remote team working

*Personal Attributes:*

- Good interpersonal skills
- Self motivated & success orientated
- Able to demonstrate drive, passion & commitment
- Good communication & presentation skills; both oral & written
- Ability to interact at all levels within public & private sector organisations

**Salary Range:**

Salary is negotiable, but will be based upon the experience and profile of the individual.

**Benefits:**

- Pension scheme
- Healthshield Cover
- Flexible working

**Applications:**

A CV together with supporting letter identifying the skills that you bring and how you would develop the role should be submitted to the Chief Executive via email ([c.holden@nwautoalliance.com](mailto:c.holden@nwautoalliance.com)) by 11am, Friday 14<sup>th</sup> June 2013