



Apprenticeships & Bootcamps Business Development Manager



Role Profile

Job title:	Apprenticeships & Bootcamps Business Development Manager
Responsible to:	Head of Disruptive Learning
Responsible for:	N/A
Contract Type:	Full Time Permanent
Hours per week / FTE :	37.5 hours per week

Job Purpose

The Apprenticeships & Bootcamps Business Development Manager will drive growth across apprenticeship programmes and Skills Bootcamps by building strong relationships with employers, securing new business opportunities, and supporting UA92's strategic targets for learner recruitment and revenue generation.

You will work closely with academic team, employer engagement colleagues, industry partners and marketing to promote training solutions tailored to employer needs, particularly focusing on priority sectors and regional skills needs.

Role Specific Duties and Responsibilities

- Identify, engage, and secure new employer partnerships for apprenticeship and bootcamp provision.
- Maintain and grow new employer relationships, maximising revenue and client satisfaction
- Achieve individual and team targets for learner starts, employer engagements, and revenue generation.
- Lead sales meetings, presentations, and employer workshops to promote training offers.
- Work collaboratively with internal teams to design and tailor programmes to employer requirements.
- Track and report on business development activity and employer engagement ensuring all targets are met.
- Contribute to the planning and delivery of business development campaigns and events.
- Maintain up-to-date knowledge of government policy and funding relating to apprenticeships, Skills Bootcamps, and workforce development.
- Attend networking events, conferences, and forums to build brand awareness and market presence.
- Ensure compliance with all contractual and regulatory requirements, particularly ESFA funding rules.

General Duties and Responsibilities

- Champion the UA92 brand and foster a culture of innovation, growth, shared responsibility and individual accountability always putting provision of an excellent student experience in primary focus.
- Be a pro-active, effective and supportive team member.
- Maintain a cost-conscious and efficient approach when undertaking all aspects of the role in order to manage resources effectively, optimise performance and contribute to the future success of UA92.
- Comply with appropriate legislation and local policy in respect of confidentiality, information governance and security, Freedom of Information, Data Protection and the GDPR.
- Contribute to a safe learning and work environment ensuring awareness of individual responsibilities and compliance with Health and Safety and Safeguarding policies and procedures at all times.
- Participate in objective/target setting and review/appraisal of your own performance to inform personal development aligned to the role and progression/remuneration decisions.
- Participate in mandatory and other training and development opportunities supporting a culture of continuous professional, personal and team development.
- Promote equality of opportunity and diversity for students and staff ensuring an inclusive and supportive learning and work environment.
- Any other duties commensurate with the grade and level of responsibility for which the post holder has the necessary experience and/or training.

This job description is intended as a general guide to the duties attached to the post. It may therefore be altered from time to time, in consultation with the role holder, to reflect the changing needs of UA92.

Person Profile		
Criteria	Essential / Desirable	Method of Assessment*
Experience and Knowledge		
Strong understanding of apprenticeship standards, funding mechanisms, and employer levy processes	Essential	Application Form / Interview
Experience in business development or sales within the apprenticeships, training, education, or skills sector	Essential	Application Form / Interview
Strong understanding of apprenticeship standards, funding mechanisms, and employer levy processes	Essential	Application Form / interview
Experience in securing new employer partnerships through proactive prospecting, networking, and consultative selling techniques	Essential	Application Form / Interview
Ability to manage a sales pipeline end-to-end, from lead generation through to onboarding and account management	Desireable	Application Form / Interview
Knowledge of safeguarding and Prevent duties in the context of apprenticeship and adult learner engagement	Desirable	Application Form / Interview
Job Related Skills and Abilities		
Excellent communication skills, both written and verbal, with the ability to present persuasively to a range of audiences	Essential	Interview
Relationship-building skills, with a client-focused approach	Essential	Interview
Experience working to and exceeding commercial targets	Essential	Interview
Experience in selling Skills Bootcamps or other government-funded short training initiatives.	Desirable	Interview
Values and Behaviours		
Acts as a role model for the UA92 Values (<i>We Care, We're Brave & Bold, We're Inclusive</i>)	Essential	Interview
A clear passion for and a desire to provide an outstanding student/staff experience.	Essential	Application Form / Interview
A commitment to equality and diversity and the safeguarding and wellbeing of young people, vulnerable adults, children and staff.	Essential	Application Form / Interview
A strong and resilient team player with drive, determination and a natural desire to work collaboratively.	Essential	Application Form / Interview
A high level of integrity with a personal style that inspires trust and confidence.	Essential	Interview
Innovative, creative and resourceful, with a commitment to continuous improvement.	Essential	Interview

Enthusiastic and self-motivated with a commitment to continuous professional development.

Essential

Interview