



Job Description – IITD Business Development Executive

The IITD is seeking to recruit a **Business Development Executive** to our team on a fixed term **Contract of Employment** to December 31st 2011 (subject to ongoing Skillnets funding).

Job Title: Business Development Executive

Reporting to: Director of IITD

Location: IITD Head Office, Naas

Job Purpose:

- Support the contract as agreed between Skillnets Limited and Trainer Learning Concepts Ltd through efficient management of all network related activities
- Support the IITD Education Committee, tutors and learners through efficient management of all IITD education and training related activities
- Identify new opportunities for development by the Skillnet
- Generate new commercial opportunities for the IITD

TRAINERS' LEARNING SKILLNET

Under the direction of the IITD Director and the Trainers' Learning Skillnet Directors and Steering Committee, manage the day to day activities of the Trainers Learning Skillnet and ensure compliance with all requirements as set out in the contract with Skillnets through:

- Developing and implementing of a detailed plan for the administration of Trainers Learning Skillnet in line with the contract between Skillnets Limited and Trainer Learning Concepts Ltd.
- Ensuring that the Trainers Learning Skillnet complies with the requirements of Skillnets Limited in relation to publicity, reporting, accounting and all other requirements specified by Skillnets Limited and Trainer Learning Concepts Ltd.
- Developing and implementing a plan for the delivery of products and programmes in all sectors and across all areas of the country.

- Ensuring that the programmes are marketed and that attendances are achieved to deliver on agreed targets
- Evaluating programme delivery against objectives and customer satisfaction and modifying as required
- Controlling finances by adequately monitoring trainer costs, accommodation costs, credit control, and ensuring reporting structure is put in place to allow drawdown of funds in full and on time.

EDUCATION

Under the direction of the IITD Director and the Education Officer, be responsible for the day to day delivery of the Institute's Education portfolio through

- Ensuring compliance with all administrative requirements
- Attending and participating in open evenings, programme days and any related marketing and promotional IITD events
- Promoting and marketing programmes to ensure agreed targets are achieved
- Developing and implementing all educational policies and initiatives
- Overseeing the development, upkeep and publication of course content and manuals for all programmes ensuring the quality of delivery maintains the highest standards.
- Co-ordinating all accreditation processes and applications
- Co-ordinating the role of IITD Academic Director
- Establishing and maintaining relationships with training and education partners and stakeholder bodies

BUSINESS DEVELOPMENT

- Promote the image of the IITD as the professional body for trainers in Ireland
- Increase membership of the IITD
- Identify, develop and realize additional commercial and other funding opportunities for IITD and its subsidiaries
- Establish and maintain collaborative arrangements with other agreed stakeholders

OTHER

- Other items as required and directed by the Director

Essential Requirements

- Previous experience of working with a Skillnet in a management or senior administrative role
- Proven track record in marketing and selling training either as a consultant or within a large training organisation
- Experience of working in Training & Development in Ireland and knowledge of the key stakeholders and organisations in the industry
- Working knowledge of accreditation models, e.g., HETAC, FETAC, NFQ, etc
- Strong organisational skills including planning, organising, co-ordinating and implementing capabilities
- Good financial skills and an ability to manage budgets and produce profit & loss statements, cash flow statements, and financial projections
- Proactive and self-motivated with the ability to work on own initiative and also as part of a team
- Excellent communication skills and the ability to manage relationships with key stakeholders
- Flexible in approach to work and time commitments
- Good working knowledge of Microsoft Word, Excel and Powerpoint

Apply by e-mail only please, including CV with references to:

Sinead Heneghan, IITD Director
sinead@iitd.com

Please mark email subject line: IITD Business Development Executive

Applications by 5pm, Wednesday, July 14, 2010.

It is not possible to grant any extension to the deadline for applications