

## Job Role / Profile – BUSINESS DEVELOPMENT EXECUTIVE

Hours	Up to 35 hours per week
Location	Aberdeen hybrid working considered
Salary	£23,608 to £26,186

SCOPE	
1.	<p><b>Overview</b></p> <p>The Business Development Executive post holder will drive growth by improving / developing membership events, managing membership administration activities and supporting the membership group, elevate AREG vision and mission across the industry, and promote energy transition through new opportunities, partnerships, and sponsorships.</p> <p>Through your dedicated efforts, you will directly advance the cause of energy transition while contributing to AREG's overall triumph.</p>
2.	<p><b>Key Responsibilities</b></p>
2.1	<p><b>Business Development Activities:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the Operations Manager, Board and Communication/Finance team to develop and execute strategies for expanding the organization's membership base.</li> <li>• Identify potential new members through market research, networking, cross referrals, and industry events.</li> <li>• Develop and maintain relationships with members to foster long-term partnerships.</li> <li>• Contribute to the planning, organization, and execution of membership events, seminars, workshops, and other networking opportunities.</li> <li>• Represent AREG in meetings, events, and conferences.</li> <li>• Deliver presentations that promote benefits of AREG membership to stakeholders and prospective clients.</li> <li>• Provide AREG Directors with updates from UK, Scottish and local government activity and potential funding and project opportunities.</li> <li>• Foster effective communication</li> </ul>
2.2	<p><b>FUNDING:</b></p> <ul style="list-style-type: none"> <li>• Build relationships with potential funders and sponsors, presenting AREG's value proposition and impact.</li> <li>• Identify and secure sponsorship for AREG's activities.</li> <li>• Collaborate with members and partners to deliver projects to secure AREG funding.</li> <li>• Prepare compelling proposals for funding opportunities, grants, and sponsorships.</li> </ul>
2.3	<ul style="list-style-type: none"> <li>• <b>General Administration for Membership Group:</b></li> <li>• Provide administrative support to the membership group, assist with tasks such as members onboarding, data entry, and maintaining membership databases.</li> <li>• Respond to member enquiries, provide exceptional customer service, address concerns and where appropriate discuss potential solutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the communication team from BIG in the creation and distribution of membership-related materials, including newsletters, communication updates, social media posts and event invitations.</li> <li>• Maintain accurate and up-to-date records of member interactions and activities.</li> </ul>
2.4	<p><b>Invoice Management:</b></p> <ul style="list-style-type: none"> <li>• Monitor and track invoicing processes, ensuring accuracy and timely issue of invoices to clients.</li> <li>• Proactively follow up on unpaid invoices, addressing any concerns or inquiries from clients related to billing.</li> <li>• Collaborate with the finance team to resolve any discrepancies or payment issues and ensure timely receipt of payments.</li> <li>• Maintain a clear and organized record of all billing and payment activities relating to secured sponsorship.</li> </ul>
2.5	<ul style="list-style-type: none"> <li>• <b>Reporting &amp; Communication:</b></li> <li>• Track and report on business development activities, including new leads, partnership opportunities, and membership growth.</li> <li>• Generate regular reports detailing business development progress, membership growth, and invoice status for review by the Operations Manager.</li> <li>• Collaborate with cross-functional teams, including Communication/PR Finance, and Operations Manager, to ensure seamless coordination and alignment of goals.</li> <li>• Assess the effectiveness of business development and where required recommend improvements.</li> </ul>
4.	Such other tasks as the Board may delegate to the BDM from time to time.
5.	<p><b>Qualifications and Skills:</b></p> <ul style="list-style-type: none"> <li>• Degree in Business Administration, Marketing, or a related field.</li> <li>• Proven experience in business development, preferably in the renewable energy or sustainability sector.</li> <li>• Knowledge and understanding of the renewable energy industry and energy transition.</li> <li>• Understanding of market trends and key players.</li> <li>• Excellent networking, relationship-building, and negotiation skills.</li> <li>• Strong interpersonal and communication skills, both written and verbal.</li> <li>• Attention to detail with excellent organizational and time management Skills.</li> <li>• Proactive approach to achieving tasks and objectives on time.</li> <li>• Proficiency in Microsoft Office Suite and customer relationship management (CRM) software.</li> <li>• Ability to work independently, part of a team, take initiative, and adapt to changing priorities.</li> <li>• Prior experience in event planning and membership management is a plus.</li> <li>• <b>Note</b></li> </ul> <p>Several of the above would be preferable, but not essential if the candidate is otherwise able to satisfactorily demonstrate relevant experience and/or an aptitude for the role and responsibilities set out, above.</p>



	<b>Line Manager</b> AREG Operations Manager
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**CLOSING DATE – 10 September 2023**

How to apply complete the application form and email it along with a CV to [Jmorrison@aberdeenrenewables.com](mailto:Jmorrison@aberdeenrenewables.com) with the BUSINESS DEVELOPMENT EXECUTIVE in the subject

## Application form – BUSINESS DEVELOPMENT EXECUTIVE

### Your details

**Name:**

**Address:**

**Postcode:**

**Phone:**

**Email:**

### Education and training

Please give details:

### Qualifications

Please give details:

### Right to work in the UK

Do you need a work permit to work in the UK?

Yes / No

## Employment history

### Current or most recent employer

**Name of employer:**

**Address:**

**Postcode:**

**Job title:**

**Salary:**

**Length of time with employer:**

**Reason for leaving:**

**Duties**

### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

**CV ATTACHED YES / NO**

## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

Stage 1 - Short Listing applicants.	Date
Stage 2 – Teams Interview.	Date
Stage 3 – In person interview.	Date
Stage 4 – Appoint successful candidate.	Date

Provide dates when you **will not** be available for interview?

If appointed - When can you start working for AREG?

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

### Referee 2

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and that I am eligible to work in the UK. I accept that providing deliberately false information could result in my dismissal.

**Signature:**

**Print Name:**

**Date:**

**CV ATTACHED – YES or NO**

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