

# BUSINESS DEVELOPMENT CO-ORDINATOR

£15,000 - £20,000 (*plus benefits*)  
Salary dependent on experience



Job code: BDC0716

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We're looking for a massively **talented**, extremely **organised**, super-**friendly** addition to our client-focused team! If you have experience working in sales, client management or event management we would love to hear from you.

## ABOUT THE ROLE

Angel Solutions provides online software for all levels of the education industry, from teachers in schools, right through to senior leaders in large academy trusts or local authorities.

As part of our client-focussed team, your role would cover a mixture of **generating new business leads, closing sales** and **ensuring high customer retention**. Key responsibilities and tasks include delivering online demonstrations and training sessions, identifying and pursuing new leads (potential new clients) and implementing online marketing campaigns.

## ESSENTIAL SKILLS & QUALITIES

- **You'll be educated to Degree Level – 2:1 or above**
- **You'll need an excellent face-to-face and phone manner.** You'll be comfortable speaking to and engaging clients (new & existing) and will be an intrinsic part of the 'outward face' of Angel Solutions.
- **You'll be motivated to deliver individual and group targets to a deadline.** You will be responsible for your own portfolio of clients.
- **You'll have good computer skills**, specifically in the use of **word processing, spreadsheet, presentation** and **customer relationship management (CRM) software**, plus the ability to quickly get to grips with the software we develop in-house.
- **You'll need good attention to detail and excellent written English**, with the ability to respond clearly and succinctly to emails, to formulate and edit news articles for clients and prospects, and to communicate effectively with our marketing and design team.
- **You'll need to enjoy working as part of a team** and be able to demonstrate how you can both support other individuals and stand alone as a project leader who we can rely on to deliver.
- You'll be **highly organised** and be able to **prioritise your time** effectively.
- **You'll be able to deliver clear and concise online demonstrations and training of our product base.** You will be responsible for embedding the product, & offering a high level of customer service.
- **You'll need to be patient and understanding.** Our customers have differing levels of technical ability. You will need to **adjust your presentation style** to meet their needs.
- **You'll need to be confident.** You will be asked to organise events (both virtual and physical) and ensure attendance from a wide variety of different education and children's services sector clients.

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## EXTRA INFO...

- We'd love it if you also have **practical working experience with the education sector** (either in schools, local authority or other children's service areas), and experience using online webinar tools. However, these are not essential.
- This is a **full-time role**, with the right candidate joining our Sales & Account Management team **as soon as possible**.

**We require all employees to take a Disclosure and Barring Service (DBS) check due to the sensitivity of data we work with.**

## ABOUT ANGEL SOLUTIONS

Angel Solutions is based in a fantastic location, right in the heart of Liverpool's Knowledge Quarter. We're a growing and innovative enterprise and continue to expand our range of products to best serve the education industry. Our software is used by every local authority in England, as well as thousands of schools, colleges and children's centres in the UK and overseas.

### Perks:

- Your birthday off work
- Monthly Innovation Days (*work on what you want!*)
- Private Healthcare
- Ongoing Training / Qualifications
- Company-wide Celebrations / Treat-Days
- Generous leave allowance
- Creative office space
- Competitive salary (*monthly wage increase*)
- Regular charity days

As a company, we encourage creativity, listen to our team and run with their ideas. So, if you are looking for a career opportunity where you can make a valuable contribution and see the wide-scale impact of your work, Angel Solutions could be for you.

## HOW TO APPLY

**Simply send us your CV with a brief covering letter.** Make sure you prove that you've got all the essential skills we need and let us know about the extra talents you have that will make you stand out from the crowd! (*Please note: We do not accept applications from recruitment agencies or similar*)

Please include the **job code BDC0716** in the email subject when you apply and let us know **where** you saw this job advertised.

- [jobs@angelsolutions.co.uk](mailto:jobs@angelsolutions.co.uk)
- **0845 833 0933**

If you're a suitable candidate, we'll invite you to visit our circus-themed office very soon!