



# Business Development Manager

 gateway  
qualifications

*learning your way*

## A message from our Chief Executive Officer

Welcome to Gateway Qualifications

Our vision is 'to be the awarding organisation of choice, supporting learners and apprentices through their gateway to success'.

We do this by creating the highest quality products and services that are accessible to all learners and apprentices and that meet the needs of all types of providers.

Our expert teams have been supporting providers and supporting learner success for more than 30 years. Over that time, we have constantly evolved to remain responsive to our customer requirements and the changing demands of the learning and skills sector.

Our own success is supported by our genuine desire to provide the best service possible, through sharing our expert knowledge and sector experience, and by building strong working relationships with centres and partners.

If you work hard to be the best in your field and thrive on working as part of a team, we would like to hear from you.

It is only through our people we can continue our success story. We look forward to meeting you.

Fabienne Bailey  
CEO

## About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

As an Awarding Organisation we offer a wide range of Regulated qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

By joining Gateway Qualifications, you'll become part of an award-winning team dedicated to making a meaningful difference in the lives of learners. Our commitment to excellence has been recognised across multiple categories at the Federation of Awarding Bodies (FAB) Awards, including accolades for our qualifications, learner support, innovation, and collaborative partnerships.

We're proud of the impact we make, and we're excited to welcome others who share our passion for quality, integrity, and learner success.

## How To Apply

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If you are interested in this role, click on the 'Apply Now' button at the bottom of the job page and please ensure you **attach your CV and a Covering Letter explaining why you are suitable for the role.**

**The closing date for applications will be midday on Friday 8<sup>th</sup> May 2026.** We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date. Therefore, **if you are interested, we encourage you to submit your application as early as possible.**

All candidates shortlisted for interview will be required to complete an online digital literacy skills assessment and/or a role-related task as part of the selection process.

Interviews will be held online to ensure accessibility and flexibility for all candidates.

- **First stage interviews are expected to take place during the week commencing 25<sup>th</sup> May 2026.**
- **Second stage interviews are planned for week commencing 8<sup>th</sup> June 2026.**

Please note that you must have proof that you have the right to work and live in the UK.

## Job Details

<b>Job Title</b>	<b>Business Development Manager (North West Region)</b>
<b>Reports to</b>	Head of Business Development
<b>Division/Department</b>	Commercial / Business Development
<b>Employment Status</b>	Permanent
<b>Working Hours</b>	Fulltime, 35 hours per week. Hours and days to be agreed with manager and may be subject to change to respond to customer needs.
<b>Responsible For</b>	n/a
<b>Location</b>	<p>This is a remote, work-from-home role, offering flexibility across the UK.</p> <p>This role covers the North West (Cheshire, Cumbria, Greater Manchester, Lancashire, and Merseyside), so applicants should ideally be based within this region, to be able to meet customers.</p> <p>As you'll be travelling regularly, you'll need access to your own vehicle or reliable transport.</p>
<b>Salary Range</b>	£44,000 - £51,250 per annum (depending on experience) Plus car allowance of £5,000

## Job Purpose

To achieve agreed sales targets by developing strong relationships with both new and existing customers. The postholder will spend the majority of their time meeting customers, typically around two visits per day, across approximately four days per week, through a blend of face-to-face meetings and remote Microsoft Teams calls. The role requires flexibility in working hours and regular travel to ensure effective customer engagement and delivery of business development objectives.

## Responsibilities and Accountabilities

- Selling Gateway Qualifications products to existing and new customers at all levels of the organisation to support their business requirements and grow turnover for Gateway Qualifications.
- Providing supportive, solution-based curriculum advice as an approach to selling products.
- Expanding the knowledge of existing customers of our new and upcoming products to increase the sales potential.
- Building and maintaining relationships at appropriate levels to meet sales targets within identified accounts.

- Delivering new customer accounts in specific markets to meet new business revenue targets as agreed with the Head of Business Development.
- Achieving the income targets with customers within the long-term relationship building ethos and values of both organisations.
- Attending networking, exhibitions, conferences, and other events in specific areas as agreed to raise the brand and profile of the organisation and feedback intelligence.
- Sharing relevant knowledge and intelligence of changes in education funding and other external policy drivers that influence buying decisions.
- Producing required reports to show monitoring of customers and sales tracking including using CRM and in-house systems.
- Recording and tracking details of customer meetings and following up actions from visits on CRM.
- Following up on leads generated undertaking customer visits as appropriate, working in conjunction with other colleagues.
- Providing Head of Business Development with weekly updates on activities, including monitoring of sales management aspects such as appointments per week and outcomes.

### **Representing the Organisation**

- Championing the department, products, and services, representing the company at internal and external meetings, events, and conferences to strengthen existing credibility and reputation through effective relationships with stakeholders.

### **General**

- Supporting the team in project work as and when required.

## **Person Specification**

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### **Experience**

- Experience of working in a professional sales environment, undertaking business development and relationship building, preferably within the education and/or awarding sector.
- Experience of working with employers that utilise regulated qualifications, apprenticeship assessment, and courses to employees.
- Experience of networking and attending, exhibitions, conferences, and other events nationally, to raise brand awareness.

### **Knowledge**

- Knowledge of awarding organisations and regulatory structures.
- Knowledge of regional and national education funding policy.
- Knowledge of awarding organisations' customers and why different approaches are deployed.

### **Skills**

- A proficient level of digital literacy, including specific knowledge and experience of working with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook, and

Teams) and a range of other digital tools and apps, including good working knowledge and experience of CRM systems.

- A proficient level of communication skills, specifically written and oral, to be able to communicate effectively with a wide range of stakeholders.
- Excellent time management skills, with the ability to work to deadlines, while managing and prioritising your own workload to ensure efficient and effective outcomes.
- Excellent attention to detail and accuracy.

### **Personal Attributes**

- Ability to relate to and work in line with our Values.
- A commitment to providing excellent customer service, both externally to our clients and customers and internally to colleagues.
- Ability to work independently and on own initiative.
- Self-motivated with a flexible approach to work and a willingness to undertake regular Continued Professional Development (CPD), to keep informed about relevant changes and to adapt and develop in response to change.

### **Qualifications**

- Level 4 or higher professional qualification in a subject area related to the role is desirable but not essential.

## **General Statement**

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All staff are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service.

All staff are expected to be aware of and comply with the policies, processes, and procedures of the organisation.

You may be asked to undertake any other duties commensurate with the nature and level of the post.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that arise.

## Our Company Values

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We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications. All staff and Wider Workforce are expected to conduct their work in line with the organisation's values.



### Partnership

Working together  
Supporting teamwork across the organisation  
Communicating, listening, supporting, and collaborating



### Integrity

Behaving ethically, with openness and honesty  
Trusting and respecting each other  
Taking ownership of our performance



### Originality

Embracing change  
Thinking creatively and innovating  
Encouraging positive risk taking



### Quality

Striving to do things right every time.  
Taking pride in what we do  
Continuously improving

## Working at Gateway Qualifications

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We are both a business and a charity, united by a mission to support our centres and empower education across the UK.

Our leadership team and Board of Trustees is deeply committed to our educational and charitable goals, ensuring everything we do is driven by purpose and impact.

We take pride in our customer-focused approach, collaborating with schools, colleges, charities, and learning providers nationwide to deliver meaningful outcomes.

Our team is made up of 60+ core staff, supported by a wider network of consultants and associates (our wider workforce), bringing our total workforce to around 200 dedicated professionals.

## Our Benefits

**Salary:** We all like to feel we are fairly rewarded for our hard work. At Gateway Qualifications equality and fairness are a core part of our HR strategy. We have an open and transparent pay scale model that rewards staff through a 6 point pay scale.

You will be able to progress through the scales based on achieving your objectives and contributing to a successful organisation. The scales are regularly benchmarked, and we believe we pay competitive salaries. We are happy to talk through any queries about the pay as we like to attract the best candidates.

**Pension:** We offer a fantastic pension scheme. You can pay into the University Superannuation Scheme which is a defined benefit scheme where your pension will be based on your career average salary. Feel free to ask more about this later in the recruitment process.

**Annual Bonus:** We like to share our success with our staff. If the business is thriving and we achieve our targets, then the Board has the discretion to award all employees with a lump sum bonus. The amount changes from year to year but it means everyone benefits in our team success.

**Homeworker Allowance:** All employees that work remotely receive a monthly Home Worker Allowance as a contribution towards the costs of utilities.

**Working Hours:** Our full-time working week is 35 hours. This is a great benefit, but we do sometimes ask for flexibility. This may mean working more hours when we need it and then taking a bit of time off another day with your manager's agreement. We don't do clock watching or filling out timesheets. We trust our staff to do the right thing.

**Flexible Working:** Our core office opening hours are 8.30am to 5.30pm and we have flexible start and finish times within these hours depending on your job role. We understand that things can change, or you may have the occasional appointment during work hours, and we are happy to accommodate this with your manager's approval.

**Holidays:** We offer a generous holiday entitlement of 30 days leave plus Bank Holidays. We also close between Christmas and New Year. If you work part-time this is pro-rata.

**Supporting You:** You'll have regular monthly one-to-one meetings with your manager and quarterly reviews where objectives will be set.

**Continuing Professional Development (CPD):** We encourage all staff to continue to learn and grow in their careers and we also encourage personal development. All staff are given individual LinkedIn Learning licences, which provides access to thousands of general and specialised learning opportunities.

**Communication and Get Togethers:** We know how important it is to keep everyone up to date with what's happening across the organisation and sector, while working

remotely. Therefore, we have weekly Thursday Training for all staff where key priorities and learnings are shared and monthly Newsletters for general news and updates.

Working from home can sometimes feel a little removed, so we also manage to squeeze in regular virtual team socials, and we also get together for staff days out. As well as learning new skills these days out of the office are great fun. Previous staff days have included treasure quests, getting creative with power tools, and feeding giraffes and elephants!

**Technology & Equipment:** We provide all our staff with the necessary technology and equipment for their job role. Staff are required to ensure their home working environment is suitable with an appropriate desk and chair, a reliable, high speed internet connection, and a quiet place to work.

**Sick Pay:** Although we hope you don't need to use it, it is reassuring to know that if you need to be off work due to a major illness then we are able to support you with a generous sick pay scheme. The benefit increases with service up to 6 months' full pay and 6 months' half pay.

**Wellbeing Benefits:** We have partnered with some amazing health providers, to ensure that our staff (on completion of probation) have access to 24/7 wellbeing benefits. These include an Employee Assistance Programme (EAP) and Health Cash Plan.

## Accreditations

