



## WESTMINSTER SCHOOL

### Business Development Manager – person specification

|                                         | Criteria                                                                                                                                                          | Essential | Desirable |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications/Professional Development | A degree (or equivalent) in Business, Marketing, Events Management or related field                                                                               | Yes       |           |
|                                         | Proven existing network of contacts in the events, hospitality and filming sectors                                                                                | Yes       |           |
| Knowledge/Experience                    | Proven experience in business development, sales or account management within the events, hospitality and/or creative industries                                  | Yes       |           |
|                                         | Strong understanding of the London events market and client landscape                                                                                             | Yes       |           |
|                                         | Familiarity with sales reporting tools                                                                                                                            | Yes       |           |
|                                         | Experience of working in the education sector                                                                                                                     |           | Yes       |
|                                         | Knowledge of safeguarding, particularly in relation to commercial lettings within an educational environment                                                      | Yes       |           |
|                                         | An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work |           |           |
| Skills and abilities                    | Excellent problem-solving skills with strong organisational abilities                                                                                             | Yes       |           |
|                                         | Excellent negotiation and interpersonal skills                                                                                                                    | Yes       |           |
|                                         | Ability to work autonomously and as part of a team                                                                                                                | Yes       |           |
|                                         | Calmness, efficiency, and the ability to work under pressure as necessary                                                                                         | Yes       |           |
|                                         | Ability to develop and maintain effective relationships with all                                                                                                  | Yes       |           |

|  |                                                         |  |  |
|--|---------------------------------------------------------|--|--|
|  | members of the school community<br>and outside agencies |  |  |
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