

# ARMAGH BUSINESS CENTRE LTD

## JOB DESCRIPTION

<b>JOB TITLE</b>	BUSINESS DEVELOPMENT MANAGER
<b>RESPONSIBLE TO</b>	MANAGER
<b>LOCATION</b>	ARMAGH BUSINESS CENTRE, 2 LOUGHGALL ROAD, ARMAGH
<b>JOB ROLE</b>	TO ASSIST THE MANAGER IN THE DELIVERY OF BUSINESS PROGRAMMES AND PROMOTE ECONOMIC DEVELOPMENT IN THE ARMAGH CITY BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL AREA

As Business Development Manager you'll provide information, support, coaching, advice and guidance to individuals looking to start their own business through to supporting established businesses to grow.

### Key Areas include

- Overseeing the effective delivery of the Northern Ireland Business Start Up Programme
- Overseeing the effective delivery of additional pre-start and growth programmes as they arise.
- Promotion of programmes to ensure adequate recruitment meets targets.
- Providing information on finance, funding and grants
- Business planning and mentoring.
- Liasing with funders and other agencies in relation to clients' needs.
- Updating systems and processes as required.
- Monitoring all aspects of the programme.
- Maintain records.

### Responsibilities

As Business Development Manager, you'll need to:

- Possess an in-depth knowledge of the business support landscape
- Develop your own professional network of associates who can provide a broad range of business and enterprise support
- Have excellent mentoring and coaching skills
- Communicate with clients, networks and associates
- Provide start-up businesses with advice and guidance to assist them in successfully set up and commence trading.
- Organise and deliver business education seminars, workshops and networking events.
- Have excellent IT skills and knowledge of social media platforms

## **General**

- Exercise a high standard of customer care at all times.
- Attend meetings, training and other events as appropriate.
- Promote entrepreneurship to schools, colleges and community groups.
- Assist the manager in the development of new business opportunities and to identify new sources of income for Armagh Business Centre Ltd
- Must have a current driving licence and car available for business
- Deputise for the Manager when required.
- Ensure that client confidentiality is maintained at all times.
- Undertake any other duties as may be reasonably required by the Manager.