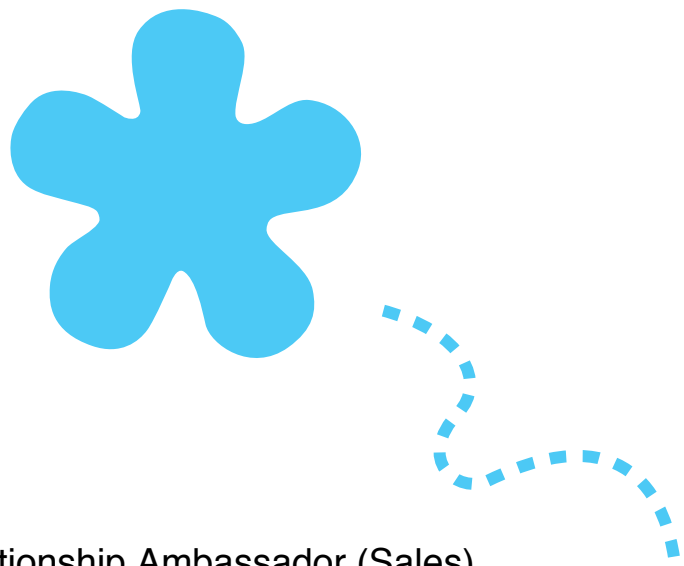


One Day Creative Education

Parkhill Business Centre, Walton
Road, Wetherby, LS22 5DZ



1. Position

1.1 Job Title	School Relationship Ambassador (Sales)
1.2 Company	One Day Creative Education Ltd.
1.3 Location	National Office (Wetherby)
1.4 Hours of Work	Part Time (18-22 hours) Term time only working available
1.5 Salary	£20,000 pro rata per annum (+OTE)

2. Place in Organisation

Reports directly to the Sales and Marketing Manager.

3. General

This is a sales focused role with monthly targets you will be expected to achieve. You will be part of a hard-working team responsible for selling and marketing our drama workshop days to schools Nationwide.

4. Description of Job Content

4.1 Objectives	Use our database to make sales calls to new and existing customers
	Expand our database to identify new business and market opportunities
	Deal with incoming enquiries and secure bookings, via email and over the phone
	Maintain positive relationships with our customers via feedback calls and rebooking
	Be an ambassador for the company, and the 'One Day' brand

Keep up to date with our ever-expanding workshop offering, and take a proactive approach to understanding and engaging with our workshop structures and marketing

Take responsibility for a geographic area of the UK, managing and maintaining relationships with schools in that area

Liaise with our team of freelance facilitators to ensure workshops can be delivered when requested

Assist the One Day office team to ensure all workshops run smoothly

4.2 Person Specification

The School Relationship Ambassador should possess:

A polite and confident telephone manner

An ability to communicate effectively by telephone and email

An ability to work as part of a team in an office environment

Competent IT skills

Knowledge of the UK education system (Desirable)

Sales experience (Desirable)