Sales Executive – Role Description
January to May 2019
20 – 30 hours per week

Agenda Consulting

Agenda Consulting is a research consultancy based in Central Oxford, helping not-for-profit organisations develop and sustain the highest levels of employee and volunteer engagement. We specialise in Employee and Volunteer Engagement Surveys, Employee and Volunteer Safeguarding Surveys, and HR/Volunteer/Reward Benchmarking Studies.

Please see our website www.agendaconsulting.co.uk for more information.

Our Clients

We work exclusively in the not-for-profit sector. Clients we have worked with recently include: Alzheimer's Society, British Heart Foundation, Diabetes UK, Marie Curie, National Autistic Society, Rethink Mental Illness, Save the Children International, Sense, United Nations and many more.

The Role

We are seeking to recruit an experienced Sales Executive to increase sales of our successful benchmarking studies, People Count and Volunteers Count. The role is fixed-term from January to May 2019, working between 20-30 hours per week, with the possibility of renewing a similar arrangement in subsequent years. The position will be based from home, with catch-up meetings at our central Oxford office.

We offer a competitive package of £15 per hour, plus a £600 bonus for each study if targets are met, and the position could be structured as an employee or as a freelance contract. Holiday entitlement is 25 days pro rata.

Objective

To sign-up new clients for Agenda's benchmarking studies; 40 for People Count and 30 for Volunteers Count.

Key Responsibilities:

- Contact potential clients – Heads of HR and Volunteering – by telephone, and supplement telephone work with individual email communications.
- Raise awareness of our benchmarking studies and encourage participation.
- Handle responses and track progress in Salesforce CRM system.
- Convert interested leads to sales.
- Report to Marketing and Sales Manager on a regular basis.

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Person Specification

This role will suit someone with very strong telephone sales skills, whose approach is relational and persuasive without being pushy.

Specification	Essential	Desirable
Skills and knowledge	1 Strong sales skills. Must be engaging, persuasive, professional and confident when communicating. Able to: • Judge the conversation and adapt approach • Adopt the best message for each client • Progress the sale through follow-up, identify buying signals, and close the sale 2 Strong attention to detail. 3 Excellent writing, administrative and IT skills. 4 Organised and reliable. Able to make decisions, set priorities and meet deadlines.	11 An appreciation of the sectors in which we work.
Relevant experience	5 Over 5 years of sales experience with a proven history of meeting and exceeding targets. 6 Experience in dealing with senior Directors and their gatekeepers. 7 Familiar with CRM systems and database use.	12 Experience of Salesforce CRM system.
Attitude	8 Enthusiastic. 9 Highly self-motivated and be able to work independently on own initiative. 10 Flexible, can-do approach.	

Applying for the Post

Applications should include a covering letter demonstrating how you fulfil the criteria in the person specification along with your CV, with details of two referees we may contact for a reference. Applications should be emailed to Caroline Oates at caroline.oates@agendaconsulting.co.uk.

The deadline for receipt of applications is 9.00am on Monday 10 December 2018.

Those invited for interview will be notified by close of play **Tuesday 11 December 2018**.

Interviews will be held on the morning of **Wednesday 12 December 2018**.