



Business Development Assistant

Graduate Internship

Reference number: 1032ST

Are you passionate about customer care? Looking for some hands-on marketing experience? Then apply now for this chance to join the team helping to deliver ecological and arboricultural consultancy services in the Norfolk area.

THIS OPPORTUNITY IS OPEN TO UEA GRADUATES

The Project

Norfolk Wildlife Services (NWS) wish to recruit a Business Development Assistant to work within their dedicated and busy team to assist in the delivery of their marketing plan and support their customer care systems under the quality management system ISO9001.

Working closely with the Consultancy Manager, you will assist in developing the marketing of the consultancy and also maintaining high quality standards of customer care.

Your role will include helping to design marketing materials as well as identifying and applying for external funding opportunities.

Specific tasks are likely to include:

- Supporting the promotion and development of the consultancy business and achieving its financial targets, as set out in the NWS Business Strategy, in particular via the marketing plan for the consultancy
- Assisting with the acquisition of new business through a systematic approach to identifying, analysing and managing opportunities eg with respect to research of tenders
- Helping the consultancy manager to identify opportunities for external business development funding and making applications in conjunction with NWT Fundraising
- Developing and updating marketing materials, such as newsletters, webpages, blogs, as well as delivering mailings
- The maintenance and analysis of client feedback records, including questionnaires and interviews and client follow-ups to allow continued quality improvement and a high standard of customer care
- Ensuring that all work outputs, such as ecological reports, are of a consistently high quality and are delivered to required deadlines
- Ensuring that records (such as mailing lists) are properly kept and stored in an accessible format

Norfolk Wildlife Services are looking for the following skills and qualities:

- A basic knowledge of working in business development
- Experience of working in a customer focussed environment
- Understanding of business development, marketing and market research

Benefits

This is a fantastic opportunity for graduates looking for the chance to develop their own business development projects, customer services ideas and to create marketing materials whilst working within a supervised formal work programme.

The Organisation

Norfolk Wildlife Services provides a comprehensive range of ecological and arboricultural consultancy services from protected species surveys on new developments to statutory ecological impact assessment to advice on managing land for nature. Since 2000, they have worked for satisfied clients throughout Norfolk and adjacent areas.

Norfolk Wildlife Services is a wholly-owned subsidiary of Norfolk Wildlife Trust – one of the largest and oldest Wildlife Trusts in the country – and they gift aid their profits back to the Trust at the end of the year to benefit the county's wildlife and wild habitats directly.

For further details, please see the Norfolk Wildlife Services' website at:

<http://norfolkwildlifeservices.co.uk/>

This internship is based in Norwich

This is a paid UEA Internship. Pay will be based on the age of the successful applicant: either £6.95 per hour for 18-24 year olds or £7.20 (increasing to £7.50 per hour from 01 April 2017) for 25+ year olds, paid monthly in arrears (subject to tax and NI)

Duration: 12 weeks / 21 hours per week

Closing Date: 22 February 2017

Interview Date: Week commencing 27 February 2017

Start Date: As soon as possible following interview

Please note: the above skills are not expected to be shown in a commercial context, but rather through the skills gained from your degree and other activities.

How to apply:

This internship is available for UEA graduates.

If you would like to apply for this opportunity, please follow this link:

UEA Graduates: <https://mycareercentral.uea.ac.uk/Form.aspx?id=586062>

You will be asked to upload your up to date CV and a relevant covering letter stating your suitability for the post.

Make sure you bookmark this internship vacancy on MyCareerCentral so that you have all the details relating to this opportunity for if you are offered an interview.

For general enquiries please contact Kerensa Rands on 01603 593917 or email internship@uea.ac.uk

Important Note: The [Careers online resources](#) offer lots of help with CVs and applications so please do check these out before submitting your application. You can also make an appointment with a Careers Advisor who can offer you feedback on your application to help ensure you have tailor made your application for the opportunity and are giving the best impression of yourself.