

**Campden BRI (Chipping Campden) Limited**

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**Campden BRI (Nutfield)**

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## Job Profile

### Learning & Development Account Executive Membership & Training

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

## Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

## Department

The Membership & Training Department is part of the Commercial Division and is divided into two separate sections, Membership and Training.

Campden BRI offers a wide range of training events to the food, drink and allied industries, held at Chipping Campden (in purpose-built training rooms) and at clients' sites both in the UK and overseas. The Training Section currently has 9 employees. The trainers are drawn from the other Campden BRI Departments, specialists from the industry and a small number of sub-contracted trainers.

## Duties and responsibilities:

- Business development and promotion of tailored training to generate profitable income
- Progress chasing tailored training enquiries and updating CRM database
- Coordinating effective delivery of training Academy activity
- Effective relationship building and management with clients' HR and other key training/L&D staff.
- Account management of selected clients
- Supporting the Learning & development Manager in identifying new opportunities and clients.

## Qualifications and competencies

- A business qualification or demonstrable experience in a commercial and/or training environment
- 2 years experience in a Training/Learning & Development role and/or business account management role
- Ideally with experience of the food and drink industry but not essential
- Intermediate or above computer skills (Microsoft packages) and experience of Client Relationship Database

## Key skills

- Commercially aware and proactive, with business or customer development skills
- Excellent written and verbal communication skills for client facing communication
- Self starter, motivated
- Able to deal with changing priorities and problem-solving skills
- Effective time management skills to deliver against business goals
- Confident negotiation skills
- Excellent organisational skills with an ability to work to deadlines and under pressure
- Ability to spot business development training opportunities and to follow them through
- Ability to be creative and proactive in terms of lead generation
- Ability to think creatively when targeting & promoting activity for training events

## Pay and benefits

<b>Salary:</b>	up to £25K depending on experience
<b>Grade:</b>	G2
<b>Holidays:</b>	24 days plus public holidays and a <a href="#">buying/selling holiday scheme</a> .
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include subsidised restaurant/vending machine and parking on site.

## Further Information

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)