

About us

The National Federation of Builders (NFB) represents small to medium-sized builders, contractors and house builders across England and Wales. As one of the UK's longest standing trade bodies, it was created to represent the building profession and to promote conditions its members need to thrive and contribute to the economic success of the UK.

Its members range from the sole trader to large, multi-million pound construction companies, with turnover ranging from below £500,000 to £500 million. The federation provides expert advice, training, representation and business services for members so that they can comply with industry standards, excel in delivery, and grow successful businesses.

For further information on the services provided by the NFB please visit our website www.builders.org.uk

The role

We are currently seeking to recruit an **Area Manager for the south west region**.

The region includes Somerset, Gloucester, Wiltshire, Devon, Cornwall and parts of Dorset. This is a home based role.

Reporting To: Head of Business Development

Job Purpose To take responsibility for all member bands for existing and recruitment of new members and providing a comprehensive service to them, paying particular attention to C-H bands. To develop business dialogue and rapport with these members and identify business and other commercial opportunities the NFB can assist them with. To maintain a detailed understanding of services offered by the NFB to these members and evaluate their effectiveness and suitability.

Key Responsibilities

1. Gain a clear understanding of members' business priorities and future needs and areas in which the NFB can provide support for these
2. Visit members in accordance with the NFB's KPIs and at other times via telephone, email or letter, to ensure they are properly appraised of the services provided by the NFB and how these may be accessed
3. Develop an effective working relationship with members to assist them in finding solutions

- to issues affecting their business using policy, member services and /or alternative solutions
4. Establish member networking events, including local association meetings, designed to support and sell the benefits of NFB membership
 5. Work with the Head of Business Development and Marketing function to develop and arrange appropriate events/seminars etc in order to promote the benefits of membership
 6. Identify sources of sponsorship in order to support NFB events and potential Regional Associates for the region.
 7. Contribute to a team environment, sharing ideas to develop and keep up-to-date strategies for the recruitment of new members and retention of existing members
 8. Actively identify new member companies, engage with them and actively recruit
 9. Contribute to the NFB's advancement by assisting in the development and achievement of the Business Plan and Annual Budget
 10. Contribute to the development of the regional training and seminar programmes and their successful application
 11. Support the NFB best practice programme to achieve a consistently high quality service to local associations, track membership satisfaction and improve member support
 12. Represent the NFB with external organisations as required
 13. Prepare and present accurate reports and recommendations, as appropriate, to the Head of Business Development and Commercial Director
 14. Complete Business and Skills reviews after every member meeting and update the member record on the CRM system with all and any activity in a timely manner.
 15. Distribute all 'Find a Builder' enquiries in line company guidelines and update the master spreadsheet in a timely manner.
 16. To meet or exceed planned membership targets and agreed Key Performance Indicators
 17. Any other duties commensurate with the level of the post as requested from time to time by the Head of Business Development.

Person Specification

1. A person qualified to degree level or equivalent standard/qualification
2. Proven sales experience
3. Articulate with good interpersonal skills
4. Ability to communicate effectively with people at all levels, with internal and external parties and to be a team player

5. Excellent organisational and management skills complemented by the ability to prioritise work and respond to the changing needs of a busy organisation
6. Good diary management skills
7. Good report writing, letter writing and presentation skills
8. Innovative with the ability to develop practical solutions to problems
9. A team player able to work harmoniously with others
10. Good IT Skills – comfortable with learning and using IT processes
11. Willing and able to travel

Salary, benefits and other information

- Competitive salary with car allowance and commission.
- 25 days holiday per annum
- Matched employer pension contributions up to a maximum of 5% of salary
- The role, reporting to the Head of Business Development, is home based
- 35 hours per week, Monday to Friday however the role will necessitate lone travel and attending external meetings during the day and some evenings
- Full time role

If you are interested in applying for the position please e-mail your CV and covering letter to Helen Evans, helen.evans@builders.org.uk

Should you require any further information please e-mail Helen Evans or phone 07730 289218.