Job Description: Corporate Partnerships Team: New Business Coordinator

**Reports to**: Corporate Partnerships Director

**Staff reports**: None

**Working hours:** Full time (35 hours per week)

# Purpose of Job

To help drive the environmental offsetting programme forward, contributing to the planned step change in growth.

Access companies that are not aware of the service we provide and are not current partners/clients of Trees for Cities for environmental offsetting.

Actively contribute to our offsetting programme gaining mainstream accreditation.

# Key Accountabilities and Responsibilities

Research companies that are interested in offsetting, particularly potentially new partners/clients of Trees for Cities.

Contribute to the formal accreditation process.

Ensure companies fall within the parameters of our Corporate Ethical Policy.

Generate strong leads amongst appropriate companies.

Sell the service to appropriate companies/clients.

Create and update high quality sales materials.

Manage small and midsize accounts with clients.

Prepare certification reports for clients.

Achieve ambitious personal goals that contribute to team and organisational goals.

Assist the Corporate Partnerships Team and Director with other tasks and activities that may sit outside of the offsetting service.

# Knowledge and Skills required

|  |  |  |
| --- | --- | --- |
| Specification | Essential | Desirable |
| Proven track record of successful business to business sales  | X |  |
| Proven experience of business profiling and analysis  | X |  |
| Experience of business related environmental / sustainability work |  | x |
| Experience of organisational or programme accreditation  |  | x |
|  |  |  |
| Good perseverance | X |  |
| Good people skills and ability to communicate well | X |  |
| Very good written, spoken and presentation skills | X |  |
| Attention to detail  | X |  |
| A passion for trees and the urban environment | x |  |
| A team player | x |  |
| Energetic, driven and ambitious | x |  |
| A positive, ‘can do’ attitude  | X |  |

This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

Trees for Cities is committed to ensuring that all children and adults who use our services are not abused and that working practises minimise the risk of abuse. All Trees for Cities staff and volunteers have a duty to identify abuse and report it through the official reporting procedure.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.