

Job Description

Position: Sales Administrator

Salary: Circa £25,000 (experience dependent)

Location: Birmingham/Remote working

Contract Hours: Full Time (37.5 hours per week paid)

Closing date: 1st November 2021

Interview Date: 4th November 2021 at Birmingham office

Is this you? Can do attitude, energetic and driven. Are you passionate about making a positive impact, working for a purpose driven organisation and being part of a movement?

Yes? Great! Read on to understand more about us, the role and how to apply.

Innovating Minds is a multi-award-winning Social Enterprise and one of the UK's fastest growing social enterprises. Founded in 2016, the business has grown from strength to strength financially, customers and people, we work across the UK and recognised as a leading influencer and innovator in mental health and wellbeing.

2021 is a year growth across the board, with our most recent wins in training 250 people to deliver a programme that will help children impacted by domestic abuse and launching the national Clinical Supervision Hub. We are looking to strengthen our team and appoint a Sales Administrator.

“We offer a world where people with emotional and mental health needs are supported to achieve their aspirations”

We have also developed a leading online platform EduPod. This is a new way for mental health leads to plan, manage and evaluate their journey to creating happy and mentally healthy environments for the whole school community. EduPod is currently used in over 100 schools.

Due to our ongoing success Innovating Minds has grown significantly and therefore we are now looking to recruit a Sales Administrator to work closely with the Relationship Manager and the wider team to make the Innovating Minds Services a national success.

What will you be doing?



- Finding and contacting potential customers
- Booking demos on behalf of the relationship manager
- Assisting with creating presentations/pitch decks to potential new customers
- Assisting with bid writing
- Maintaining the CRM system (Hubspot) – maintaining contacts, tracking engagement, updating sales pipelines
- Creating marketing content with the support of the wider team (i.e., blogs, guides)
- Reporting on the performance to the CEO and board members.
- Any other duties that are deemed necessary and reasonable.

Innovating Minds operates using online systems only therefore we are looking for a candidate that is experienced and confident with using online systems.

This is an exciting role and an opportunity to be part of making a difference.

We offer flexible working, access to ongoing support, training and we invest in your career aspirations.

To apply please

To apply, please submit a CV and a covering letter, send to
tracey@innovatingmindscic.com

Pre-application enquires welcomed: Please contact
deborah@innovatingmindscic.com

For more information about Innovating Minds CIC, please visit:
www.innovatingmindscic.com



PERSON SPECIFICATION & SELECTION PROCESS

Category	Criteria	Essential	Desirable	Assessment
Personability	Highly adaptable and flexible.	✓		Application form/ interview/reference.
	Resilient and willing to go the extra mile to ensure a high standard of support for all.	✓		
	Able to use their initiative to further the role.	✓		
	Enthusiastic, passionate, motivated, creative, collaborative and committed.	✓		
	The ability to remain calm under on-going pressure and be approachable, empathetic and engaging.	✓		
Training & Qualifications	5 GCSEs (or equivalent) to include Maths and English	✓		Application form.
	SA II Typing / Word Processing or equivalent		✓	

Experience	Experience of engaging and selling to public sector organisations and the education sector	✓		Application form and interview.
	Have strong administration skills	✓		
	Have the ability to work accurately with high attention to detail	✓		
	Have the ability to work under pressure and meet the demands of the enterprise	✓		
	Be proficient in data entry	✓		
	Be able to prioritise and organise your workload	✓		
	Have an excellent telephone manner and interpersonal skills.	✓		
	Be able to work effectively with team members and on their own and be self motivated and passionate about the care sector.	✓		
	Developed PC skills with the ability to use Microsoft Word, PowerPoint and Excel	✓		
	Well developed communication skills,	✓		



	<p>included orally and in writing complex and/or clinically sensitive information to young people and their families, carers and other professional across all sectors (NHS, voluntary and independent)</p> <p>Good IT skills – Word, PowerPoint, Excel</p>	v		
Other	Full UK driving license, and own transport		v	Application form and interview.

