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| Job title | Business Development Coordinator | | |
| Job family | Technology, Systems & Delivery | Band | B |

Job purpose

Within World Service, Business Development is responsible for securing, managing and developing the external media partnerships which deliver the majority of the BBC’s audience reach around the world. Business Development represent the BBC offer in multiple languages across TV, radio and digital in a diverse range of advanced and developing media markets ex UK.

As Business Development Coordinator you will support the Business Development team’s activity with external partners helping ensure that the audience can enjoy our services across a diverse range of outlets and platforms. You will provide administrative and organizational support to the business.

You will work internally across Business Development and liaise with other departments of the BBC as required. You will help collate information in support of business cases and the ongoing business. You will support and manage projects as required. You will also love working in a team environment and making a contribution to projects across the business

Key responsibilities and accountabilities

- Work closely with Business Development Associate or Manager in delivering the day-today partner management
- To provide research support on relevant countries media landscape, potential partners, reach opportunities and competitor activities.
- To assist with basic contract and compliance information as required.
- To provide organizational and administrative support for the BD team including arranging meetings, travel arrangements, leave
- To manage SAP processes and to raise Purchase and Sales Orders and to maintain and update the reports relating to ongoing financial status.
- To update and maintain the Customer Relations Management System (CRM) as required.
- Supporting projects to develop new and existing BBC services, working with project team members across the BBC and partners, ensuring compliant and timely delivery

Knowledge, skills, training and experience

Essential

- Some experience of working in a support position within a sales and marketing, business development and/or a media environment.
- Practical knowledge and skills in using a range of packages, including Word, Excel, PowerPoint and SAP.

- Good administrative experience. A thorough and systematic approach to routine administration, paying attention to accuracy, details and achieving deadlines.
- Excellent interpersonal skills to establish and maintain effective working relationships with other people.
- Ability to deal with multiple issues as they arise, remaining calm and effective
- Computer literate - Word, Excel, PowerPoint & specialist software packages

Job impact

Decision making

- *The Business Development Co-ordinator reports to a Head Business Development or Business Development Manager*
- *The Business Development Co-ordinator will be expected to perform the role within the framework of the BBC's values and behaviours*

Scope

Line Management: No responsibility for line management

Other information

For Reward team use only

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|-------------|-------------------------------------|
| Job Code | |
| Definition: | Content / Content Support / Support |

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.