

PPD Learning Business Manager

Job Description

PPD Learning is one of the oldest and most respected UK NLP companies. It was established in 1987 and has run Practitioner and Master Practitioner certificated training for thousands of people over the years. It has a reputation for bringing the latest developments in the NLP field to people through internationally acclaimed trainers including Robert Dilts, Judy DeLozier, Charles Faulkner, Judith Lowe, and other associates. In support of the quality training provided PPDL provides professional and warm support to its clients, trainers and suppliers alike via its behind-the-scenes team.

Reporting to the Managing Director, you will be responsible for:

Working to realise the vision, mission and values of PPD Learning through:

- Organising and supporting courses
- Taking bookings and building relationships with clients
- Working with the PPD Learning team, associates and community
- Managing and implementing business processes, minimising costs and continuously learning and improving
- Contributing to and implementing the PPD Learning sales and marketing strategy for new business
- Management of resources to ensure continuity, consistency and achievement of standards
- Raising the profile of Judith Lowe and PPD Learning so that it contributes to maximise bookings on courses

Typical activities will be:

- Managing events for between 20-160 people, including all aspects from supplier to client and course set up, set down;
- Drafting monthly newsletter and mailing to client list; Developing and sending out mailings to clients and enquirers selected from a client base of over 5000, including liaison with mailing house
- Agreeing advertising space, adverts and their supply to regular publications, and assessing new opportunities;
- Updating website on a regular basis, providing copy, updating events, dates and pricing;
- Liaising with clients for detailed and complex enquiries on their development needs, current bookings, etc;
- Liaising with trainers, to provide logistical support, ensure handouts are produced and whatever support needed is supplied;
- Managing part-time support staff, administrator and accountant;
- Managing the database and administrator to ensure accurate Database management/updating, Daysheet maintenance/updating, Client Bookings (email/postal) Client Maintenance, Certificate production.

Key Requirements:

Excellent Communication skills, ability to multi-task, superb organisational skills, good ability to operate on macro/micro level, ability to switch between options and procedures easily, knowledge of training industry, NLP background, manage people and tasks equally well.

Rate for the role: Circa £22k pro-rata per annum

To register your interest, please email info@ppdlearning.co.uk with your CV by **Friday 30th October 2009**