



SALES MANAGER

THE BASICS

Location: 40 Berkeley Square, Bristol BS8 1HP

Salary: £24k - £28k DOE + Commission

Benefits:

- 25 days holiday plus 8 days Bank holiday.
- A workplace pension (matched 3% contribution).
- Free use of the Origin Workspace Wellness Centre.
- Life Assurance four times your salary.
- Childcare vouchers.
- Complimentary tea and coffee.

Upon successful completion of your probationary period (3 months), you will also be eligible for:

- Health Insurance
- Optional participation in the Cycle to Work or The Green Commute Initiative.

Hours: 37.5 hours per week. Includes days, evenings and weekends as the role requires. Hours are to be pre-agreed in advance and may vary from week-to-week.

Reporting to: Head of Origin

ABOUT THE ROLE

As our Sales Manager you will enjoy a mix of lead generation and lead nurturing activities, attending and participating in our events programme, networking in the Bristol business community and developing long-term relationships with our members and our community. You will be an ambassador for Origin Workspace and be our go-to person for memberships.

Initially your focus will primarily be to pre-sell the workspace memberships (there's two phases to our opening) and then, once open and fully operational, the emphasis will switch to maintaining membership levels, meeting the on-going workspace needs of our members as their businesses grow and referral. There will also be an emphasis on driving secondary income opportunities such as guest usage of the space, event attendance and meeting room/event space hire as our membership and community grows.

Wellness in the workplace is also big part of what we do to – so don't be surprised if you find yourself talking a walk around the Bristol Harbourside with our members, enjoying a morning

yoga class at our monthly Workout and Network sessions or learning from the best in the business when it comes to mental wellbeing.

No two days will be the same. You will self-manage on a day-to-day basis taking guidance from your line manager and ideas from your team. You will find your role offers much variety, creativity and opportunity to make it your own.

ABOUT YOU

You are a self-motivated sales professional with a proven track record to help us achieve our pre-opening and on-going membership acquisition and revenue growth targets.

You will have a demonstrable experience for developing and executing business development and sales plans, maintaining and nurturing on-going relationships with prospects, members and third-party organisations and drive secondary income opportunities.

You are a natural sales person who is passionate about people. You understand what motivates customers to buy and know how to tap into those needs and desires in an effective way whilst maintaining brand integrity.

You are a self-starter and have a mature and flexible approach to work.

You have experience in managing up as well as down and thrive on working in collaboration with your colleagues, business network and suppliers, whilst also enjoy taking responsibility for your own projects, deadlines and deliverables.

You are creative, resourceful and can budget, plan and execute whilst also be flexible when things may change.

You have at least one years' experience in a similar role and three or more years' experience overall in sales and business development.

You are looking to be part of a growing team of highly-experienced, supportive and dynamic people and to be part of something great that will make an impact on the world of co-working and entrepreneurial businesses.

If this sounds like you, then Origin Workspace would like to meet you.

PURPOSE AND OBJECTIVES OF THE ROLE

- Responsible for the development, and execution, of the business development and sales plans.
- To increase the revenue of the business through achievement of pre-opening, post-opening membership and secondary income targets.
- To maintain and nurture on-going relationships with prospects, members and the Bristol business community to maximise lead generation, referral and future sales opportunities.

Key Responsibilities and Duties:

Please note: The term 'workspace' includes meeting rooms, events and function space as well as hot desks, dedicated desks and private offices.

- To be familiar with the total membership sales and secondary income targets of the workspace.
- To produce a monthly sales plan to achieve pre-set sales targets for all workspace revenue streams.
- Measure and record activity on a daily, weekly, monthly and annual basis through pre-agreed key performance indicators: Leads generated. Leads/walk-ins to appointment. Appointment to show round. Show round to sale.
- To generate and nurture a prospect database for the workspace, working in conjunction with the marketing team, to move them through the sales process.
- To generate new business by being an active and collaborative member of the Bristol business and startup community.
- To perform show rounds to prospective members highlighting the benefits, facilities and services whilst also giving guidance as to the type of membership best suited to their needs and those of their business and/or employees.
- To ensure all prospective members received the appropriate and personalised information prior to, during and post-show round of the workspace.
- To be responsible for the administration of membership paperwork and to ensure that it is processed accordingly.
- In conjunction with the Social Media and Events Manager and Community Hosts, be responsible for the management of the membership database and sales system.
- Ensure that full auditable procedures and practices are followed for processing, storage and management of member information including financial information (GDPR Compliance)
- To attend weekly sales meetings with your line manager to provide relevant information pertaining to membership sales and secondary income targets.
- To carry out competitor analyses on a regular basis to provide information; this will be used positively in the selling of Origin Workspace memberships, services and facilities.
- To support the Social Media and Events Manager and Community Hosts in the delivery of initiatives aimed at improving and maintaining member retention.
- To be fully aware of all marketing, PR and other promotional activities and assist in the development, and promotion, of the membership campaigns, marketing and PR initiatives.
- Partner marketing – work in conjunction with marketing to create lasting and mutually-beneficial relationships with organisations that can help refer Origin Workspace and our services to their networks and membership.
- Attend Origin Workspace' events and play a role in being an ambassador for the brand.

About Origin Workspace

Origin Workspace is set to be Bristol's most engaged, collaborative and active business community for ambitious individuals and growing companies. Phase 1 of this 42,000 sq. ft. newly renovated building will open in Spring 2019 offering hot-desking, dedicated co-working space and private offices along with meeting rooms, a members' lounge and a wellness centre.

Through its Origin Startup programme, Origin Workspace also supports fledgling entrepreneurial businesses and offers a programme of events to inspire, educate and facilitate collaborative working to the business community of Bristol.

HOW TO APPLY

Applications are now open. Please email your CV and covering letter to rob.hingston@originworkspace.co.uk by 21st December 2018.