

Person Specification

Regional Development Executive

Qualifications, knowledge and skills required for this role

	Essential	Desirable
Sales/business development experience, preferably within the music sector	✓	
Business planning experience	✓	
Proven ability to self-manage and prioritise effectively	✓	
Knowledge of the UK music education sector	✓	
Strong communication skills, both written and verbal, including effective presentation skills	✓	
Ability to identify and establish contact with decision makers	✓	
Knowledge of ABRSM's exams, assessments and teacher offers and competitive offering	✓	
Strong commercial acumen and negotiation skills	✓	

Competencies required in this role

Analysis and decision making	<ul style="list-style-type: none"> Identifies how best to conduct analysis of data or research Identifies options and weighs up the risks and benefits to establish the best solution Suggests solutions rather than bringing problems Makes confident sound decisions on familiar issues, without needing guidance
Continuous improvement	<ul style="list-style-type: none"> Recognises the benefits and need for change and helps with the practicalities of implementation Researches, adapts and develops good ideas to improve performance, policies or procedures Learns from setbacks, finding ways to improve work processes for the future Checks own/others' work for quality and completeness before passing on work
Planning and delivery	<ul style="list-style-type: none"> Prioritises workload within agreed objectives Communicates with colleagues to ensure work is co-ordinated Estimates timescales, scheduling activities to achieve results to deadlines Continually monitors activity and progress towards goals, proposing new approaches when circumstances change Keeps track of allocated resources/budgets, raising any issues promptly
Building relationships	<ul style="list-style-type: none"> Speaks confidently, credibly and knowledgeably to a range of audiences Invites questions and responds professionally Adapts own behaviour to the individual/situation, showing empathy and interest Reliably delivers on promises, going the extra mile when necessary. Recognises the impact of his/her behaviour on others and adapts accordingly
Managing self and others	<ul style="list-style-type: none"> Helps to build a collaborative team environment with colleagues Considers and acts on feedback on own work/approach

	<ul style="list-style-type: none"> • Gives constructive advice and encouragement to others when things go wrong • Helps colleagues with less experience to build understanding and skill
Knowledge and expertise	<ul style="list-style-type: none"> • Demonstrates rounded experience and know-how in own specialism • Provides advice and guidance to others on issues that arise in the course of day-to-day work • Demonstrates relevant, up-to-date knowledge and expertise • Takes an interest in own professional and personal development

Additional Requirements for this role

Willingness to work out of office hours including occasional evenings, weekends and Bank Holidays

Willingness to travel extensively throughout agreed territory.

Commitment to diversity and equality of opportunity in all working practices