



Years of being there

**St John**  
Cymru - Wales

**1918-2018**



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St John Cymru Wales, Priory House,  
Beignon Close, Ocean Way, Cardiff, CF24 5PB

## JOB DESCRIPTION

**TITLE:** Training & Supplies Consultant

**ACCOUNTABLE TO:** Commercial Training Manager

**HOURS:** 35 hours per week

**LOCATION:** Priory House, Cardiff

**SALARY:** £19,695 – £24,745

### CORE DUTIES:

1. To identify and develop strategic marketing and sales opportunities for the Organisation's training & supplies business for increasing income and profile.
2. To identify new customer/client market opportunities/prospects with sales potential for the Organisation's training & supplies products and to contact those prospects with a view to converting those opportunities into clients.
3. To communicate with new and existing customers to develop effective relationships, familiarise and identify with their businesses and to advise/assist them by suggesting appropriate solutions to help address their First Aid, Health and Safety or related business needs.
4. To promote the work of St John Wales at every relevant opportunity including representing St John Wales at external Business Shows and Networking events.
5. To keep abreast of changes and new development with regards health & safety law and associated codes of practice.
6. To identify and to tender for suitable business opportunities within the commercial, public and private sectors.
7. To submit high quality, well researched tender proposals.
8. To develop and maintain Company sales related databases and to generate and provide appropriate and timely sales business reports.
9. To provide information and feedback to customer/clients relating to date sensitive equipment and maintenance and requalification requirements.

Company Number: 5071073  
Charity Number 250523  
Registered in England and Wales



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St John Cymru Wales [www.stjohn.wales](http://www.stjohn.wales)



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10. To meet the reporting requirements for successful contracts and taking responsibility for providing accurate and timely responses to their requests.

11. To liaise with management regarding sales strategic planning and ongoing business opportunities.

## Person Specification

| Criteria                                    | Essential | Desirable | Assessed by |           |
|---|-----------|-----------|-------------|-----------|
|   |           |           | app         | Interview |
| <b>Qualifications</b>                       |           |           |             |           |
| Educated to GCSE level or equivalent        | *         |           | *           |           |
| Educated to degree level                    |           | *         | *           |           |
| <b>Experience/Knowledge</b>                 |           |           |             |           |
| Experience in B2B Sales                     | *         |           | *           | *         |
| Welsh speaking                              |           | *         | *           |           |
| Microsoft Office suite                      | *         |           | *           |           |
| Website management                          |           | *         | *           |           |
| Letter writing                              | *         |           | *           |           |
| Knowledge of First Aid/Health & Safety      |           | *         | *           |           |
| Knowledge of Sales practices                |           | *         |             | *         |
| Proven track record in winning new business | *         |           |             | *         |
| Customer Service / Sales experience         | *         |           |             |           |



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|   |   |  |   |   |
|---|---|--|---|---|
| <b>Skills</b>   |   |  |   |   |
| Ability to work on own initiative                           | * |  |   | * |
| Ability to work as part of a team                           | * |  |   | * |
| Research and report writing skills                          | * |  |   | * |
| Presentation skills   | * |  |   | * |
| Excellent communication, negotiating & interpersonal skills | * |  |   | * |
| Negotiation and persuasion                                  |   |  |   |   |
| Time management   | * |  |   | * |
| Organisational skills                                       | * |  |   | * |
| Networking  | * |  |   | * |
|   | * |  |   | * |
| <b>Other requirements</b>                                   |   |  |   |   |
| Full UK Driving Licence                                     | * |  | * |   |
| Willing to travel around UK when required                   | * |  |   | * |
| Willing to work evenings and weekends                       | * |  |   | * |