

Job Title:	Account Manager (Two full-time posts available)
Location:	Futureworks, Manchester
Reporting to:	Apprenticeship Manager
Pay:	£40,000 p.a. (Fixed Term to 31 st of July 2025)
Hours:	Flexible
Start Date:	4 th November 2024

Company Info

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

This role is being advertised on a fully flexible basis. Futureworks is prepared to consider a range of working arrangements, including recruiting the right individual on a part-time or full-time basis, flexible and varied hours of work, and a combination of home and on-campus working. We will also consider individuals willing to work on a sub-contractual basis.

Job Summary

We are seeking a dynamic and results-driven Account Manager to join our newly-formed degree apprenticeship team. The successful candidate will be responsible for developing and maintaining relationships with employers to establish and grow our degree apprenticeships hub. This role requires a proactive individual who can understand and meet the apprenticeship needs of businesses and identify and develop key relationships with employers. This role has a local, regional and national focus and will require the post holder to travel and meet prospective employers face to face.

Key Responsibilities:

- Establish and grow degree apprenticeships by building strong relationships with employers, and maintaining and nurturing existing business relationships.
- Collaborate with businesses to understand their specific apprenticeship requirements.
- Operate Customer Relationship Management (CRM) system to track leads.
- Contribution to performance reports and management information, providing insights and recommendations for service improvement.
- Develop engaging materials for presentations to employers, to effectively communicating the benefits and opportunities of our degree apprenticeships programme.



- Undertaking onsite visits to employers to secure contracts and verify workplace health and safety arrangements.
- Effectively communicate matters relating to safeguarding and apprentice wellbeing.
- Contribute to quality and regulatory monitoring processes as required.

Experience / Qualifications:

- A qualification in business, marketing, or a related field.
- Proven experience in account management, business development, or a similar role.
- An understanding of degree apprenticeships and their benefits.
- Excellent communication and interpersonal skills.
- Proficiency in CRM software (e.g. HubSpot) and Microsoft Office.
- Ability to prepare and deliver compelling presentations.
- A full UK driving licence and access to a vehicle.

Applications should be in the form of a CV and covering letter and addressed to the Apprenticeship Manager quoting reference **AM300924**. Applications can be sent via email to work@futureworks.ac.uk or via post to:

Apprenticeship Manager

Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS

