



JOB DESCRIPTION

Job Title:	Business Relationship Manager (International)
Department:	Business Team
Location:	Office: Energy Zone, Newfield Drive, Blackburn, BB2 3UA
Reporting to:	Operations Director
Contract:	Permanent
Hours:	5 days per week: 37.5 hours per/week
Salary:	£35,000 per annum, excellent pension scheme plus uncapped commission

JOB SUMMARY

Working with entrepreneurs, across the UK and globally to endorse business ideas on behalf of the Home Office. You will be responsible for reviewing, analysing, and liaising with business owners regarding their business plans to help them bring their innovative ideas to the UK or bring investment to their business, already in the UK. Ongoing relationship management, monitoring and support to ensure the success business meets strict growth criteria for ongoing settlement within the UK.

ACCOUNTABILITIES

- Responsible for dealing with enquiries from a variety of sources, direct from applicants and through 3rd party relationships. These will include professional service organisations such as immigration lawyers, business advisors and investors.
- Reviewing initial business ideas to ensure they meet three key sets of criteria: innovative, viable and scalable. To meet Home Office criteria of a Visa settlement these businesses must achieve strict criteria when in the UK, focused on turnover, job creation, investment, or ongoing innovation.
- Providing constructive and detailed feedback on the business plans and financial forecasts to support and qualify the viability of the business idea is essential.
- Working with our team of business mentors to provide further, in depth analysis and feedback to ensure they meet Home Office criteria to bring their business to the UK.
- Arrange meetings via online platforms with flexibility needed to meet both the various time zones of the clients we are working with and whose English may not be their first language.
- Developing ongoing business packages to support business owners once they settle in the UK to ensure the business is not only a success, but the entrepreneurs have the very best support settling.
- Source, assess and develop suitable external partnerships and opportunities, negotiating where appropriate with 3rd party referral partners and clients.
- Manage resources and control expenditure within agreed budgets
- Supervising part time administrator, distributing tasks, checking workload, and working together to help identify new processes and efficient ways of working.
- Development and implement strategy relating to the project to ensure ongoing success.
- Capturing relevant information and ensure all data is captured and recorded on internal CRM systems ensuring that all processes and internal and Home office guidelines are followed and adhered to.
- Implement and review all monitoring criteria for a two to five year period to ensure strict settlement targets are met or identify additional support to ensure targets are achieved.



Community & Business Partners

CREATING PARTNERSHIPS TO ACHIEVE SUCCESS

- Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies, and general duty of care.
- Ensure that all documentation relating to a project is accurate, complete, current, and stored appropriately and to be available in formats as requested, providing detailed reports to the Home Office, if requested.
- Upload data and documents to both internal and external systems.
- Marketing activities to help promote the project and business support services.
- Support other projects in the Business Team when required.