

Coworking Sales Exec

(Creative Works) Vacancy



bigcreative.education



creativeworks.space



bcis.education



[report](#)

Welcome to Big Creative Training

BCT is a well-established creative industry training provider with more than twenty years' experience in delivering and supporting education and work opportunities. Our mission statement is to Develop Talent, Transform Lives, Create Careers.

BCT runs vocational study programmes, apprenticeships, traineeships and adult learning courses, also operating Creative Works and Big Creative Independent School.



Creative Works is a creative learning hub in the heart of E17's Creative Enterprise Zone (CEZ). CW offers flexible workspace memberships tailored for local creatives and tech SMEs who seek a productive environment and wish to join a dynamic network of people. Beyond providing offices, meeting rooms and creative studios, we host an exciting events programme and offer our members the unique opportunity to collaborate with ambitious young people from the local area through BCE's Apprenticeship Training Scheme.

CW aims to enhance the success and well-being of our members and the wider community by making quality workspaces more accessible.

CW's ecosystem promotes exchange of knowledge, experience and ideas among professionals, offering learners the chance to gain invaluable experience in the creative industries. As a Community Interest Company (CIC), we are committed to giving back: surplus income from membership fees to reinvest into apprenticeships or subsidised rents for local startups.

Coworking Sales Exec

(Creative Works) Vacancy

Essential Qualifications:

- Maths and English GCSE Grade 4/C or equivalent (Level 2)

Essential Qualities / Skills:

- Proven experience in a sales role, preferably in the coworking or real estate industry.
- Strong understanding of the coworking space market and trends.
- Excellent communication, negotiation, and presentation skills.
- Ability to build and maintain relationships with clients and partners.
- Self-motivated, goal-oriented, and able to work independently.
- Community focus and strong understanding of Creative Works' mission and values
- Proficiency in Microsoft Office and CRM software
- Flexibility to work 3 days per week with occasional additional hours as needed.
- Ability to problem-solve, get stuff done, and find joy in the ups and challenges of daily life

Desirable Qualities / Skills:

We are seeking a proactive and results-driven Coworking Sales Executive to join our team on a part-time basis. This role will report to the Sales Marketing and Community Manager and is perfect for someone who is switched on, friendly, productive, organised, resilient, and eager to learn about various businesses and industries.

Key Tasks:

Sales and Business Development:

- Identify and target potential clients through various channels, including cold-calling, networking, and digital marketing
- Conduct tours and presentations of our coworking spaces to prospective clients
- Sales and promotions of offices, desks, flexible co-work memberships, meeting rooms and event hire
- Develop and maintain a robust pipeline of leads and prospects
- Close sales and achieve monthly targets with various methods, as long as you find the right businesses to fill our spaces quickly

Client Relationship Management:

- Build and maintain strong relationships with prospective clients
- Understand client needs and provide tailored solutions to meet their requirements
- Ensure a high level of client satisfaction through excellent customer service
- Have a personable approach

Market Research and Analysis:

- Stay updated on industry trends, market conditions, and competitor activities
- Provide feedback and insights to the management team to help refine sales strategies and offerings

Administrative Duties:

- Maintain accurate records of sales, client interactions, and contracts on our CRM system (Nexodus)
- Prepare data for regular reports on sales performance and market insights

Working for BCT will enable you to be part of an organisation that offers a good work-life balance. This includes a flexible working approach, a friendly working environment and staff social events.

As many employees are active creative industry practitioners, BCT invests in the skill level of its workforce, by providing relevant training opportunities.

[BCT Culture >](#)

[International Work Experience >](#)

[Games Design Showreels >](#)

[Artist Development Programme >](#)

Staff Benefits

- Company pension scheme
- Employee assistance programme with healthcare cashback
- Bike-to-work scheme
- Developmental environment
- Career development opportunities and performance recognition
- Staff social events
- Interest-free loans for emergencies or professional development
- Free on-site lunches during term-time



“Leaders and staff successfully ignite young people’s enthusiasm for learning.”

Ofsted

Salary and Days of Work

- **3 days** a week in-person for **6 months**
- This is a **fixed-term part-time** position with the possibility of extension or permanent employment based on performance and business needs
- Annual salary **£28,000 (pro-rata) + commission**
- **Application** deadline: 05/07/2024
- **Interviews** will be held W/C: 22/07/2024
- **Trial** day: 29/07 - 30/07
- **Start** date: 01/08/2024

How to Apply

You must be eligible to work in the UK (or possess a UK work permit) as this job is based in London.

Please complete the application form at <https://www.bctforms.com/bct-staff-application-form-p1/>

BCT is an equal opportunities employer and welcomes applications from all communities, encouraging equality, diversity and inclusivity. We are committed to safeguarding and appointment of successful applicants are subject to satisfactory references and an enhanced DBS check.

For teaching positions, we welcome industry professionals who wish to enter teaching via the teaching qualification, fully funded by the Taking Teaching Further scheme. This is 6 months of reduced timetable for training whilst receiving full pay and lesson cover.



**TAKING TEACHING
FURTHER**

