Careers at OCN

Business Development Executive

(Maternity Cover)

Closing date for applications: 5.00 pm, Wednesday 11th November 2026

ocnni.org.uk

Job Title: **Business Development Executive (Maternity Cover)**

Responsible to: Business Development Manager

Context

The Open College Network Northern Ireland (OCN NI) is a UK recognised Awarding Body based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI are also regulated by Ofqual to award similar qualifications in England.

Role Purpose

The Business Development Executive will be responsible for the development and retention of customer relationships across a variety of sectors, including FE Colleges, Third Sector Organisations and Private Training Organisations through the sales and promotion of OCN NI's range of qualifications and educational products. This role will require travel on official duty throughout Northern Ireland and the successful candidate must have a clean and valid driver's license and access to a vehicle.

Main & Key Areas of responsibility

Please review each of the following criteria to ensure you meet the essential criteria for this role.

Business Development & Sales Growth

- Drive sales of OCN NI qualifications, products and services.
- Identify and secure new business opportunities, customers and markets.
- Deliver against revenue targets, KPIs and growth objectives.
- Develop and implement business development strategies to expand market reach.

Customer Relationship & Account Management

- Build and maintain strong relationships with existing and prospective customers.
- Implement customer account review processes and manage account performance.
- Provide proactive support, resolve customer queries and ensure high levels of customer satisfaction.
- Maximise customer retention and revenue opportunities.

Market Engagement & Product Development

- Promote OCN NI through networking events, exhibitions and marketing activities.
- Monitor market trends and competitor activity to strengthen market positioning.
- Contribute to qualification development proposals and support the development of new products and services.

Compliance, Quality & Operational Excellence

- Maintain compliance with OCN NI policies, audit requirements and regulatory standards.
- Ensure accurate record-keeping and reporting through relevant MIS systems.
- Adhere to internal and external service standards and organisational procedures.
- Collaborate effectively with internal teams to support business objectives.

Health & Safety

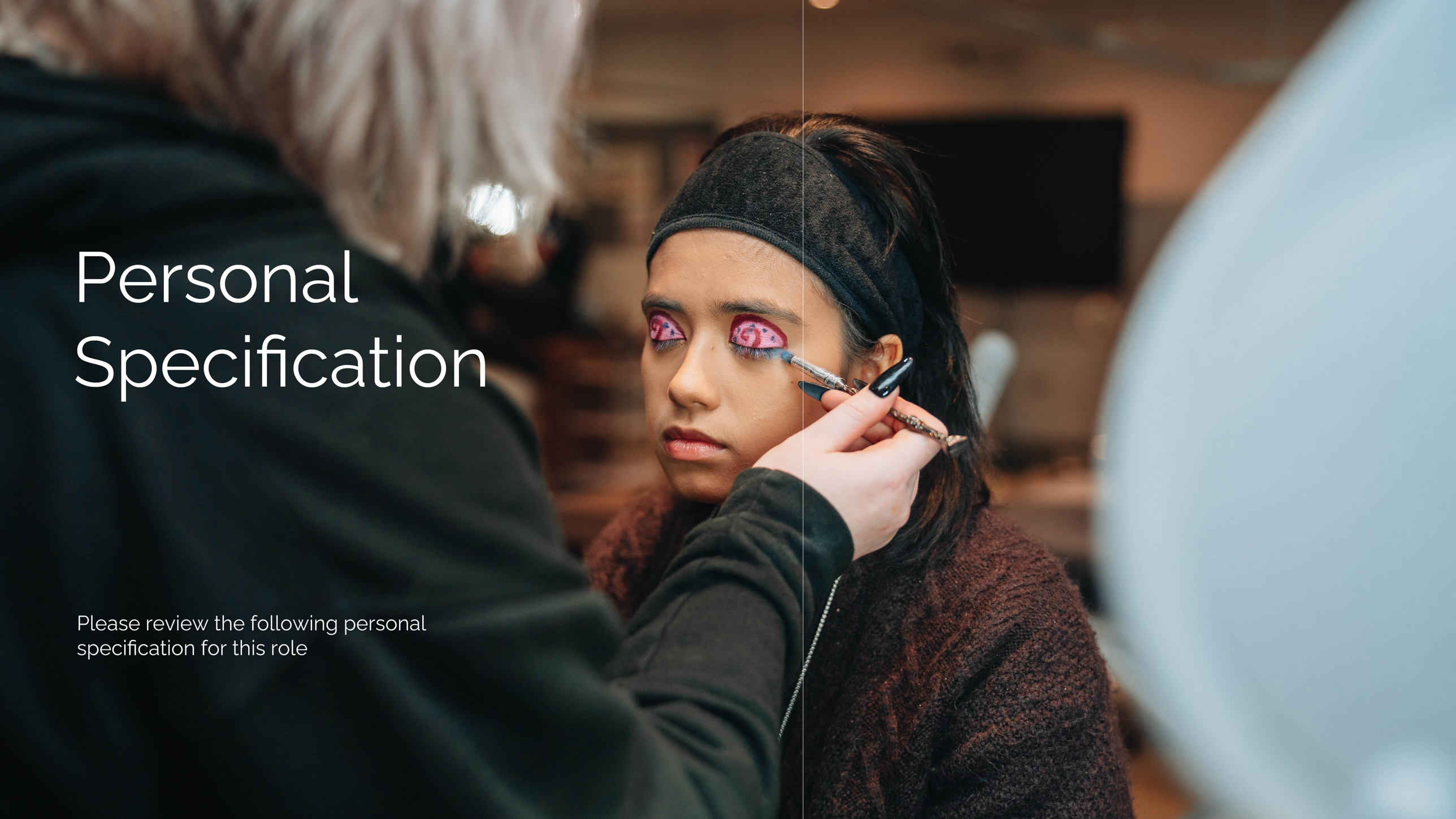
- Be aware of the Health and Safety Regulations applicable to the working environment and adhere to same.

Quality Management System

- Ensure compliance with the Company's Quality Management System and IS0 9001 requirements.

Other

- Engage in personal CPD as identified through annual review.
- Support ad hoc projects and other duties as required.
- Other duties as required by the organisation



Personal Specification

Please review the following personal specification for this role

Essential Qualifications & Experience

- A minimum of 3 years recent experience in a sales role.
- Third level qualification preferably in business studies, education, public administration.
- Proficient in IT skills including in the use of Microsoft office and other applications/databases.
- Proven customer relationship management.
- Self-motivated and organised individual.
- Track record of achieving KPI's and targets.
- Outgoing with an ability to build rapport with people of all backgrounds and sectors.
- Successful proven track record of negotiating and influencing.
- Ability to prioritise, effective time management and organisational skills.
- Ability to create and deliver presentations tailored to the audience needs.
- Strong Financial & Commercial Acumen
- Knowledge of the education and training landscape in NI including curriculum experience.
- A clean and valid driver's license and access to a vehicle.

Desirable Qualifications & Experience

- Experience of identifying, writing and submitting successful tenders.
- Previous experience of working in an education and training background.

Further Information

Duration: The post is a 12-month full-time position. Employment will be subject to a probationary period of 6 months to the satisfaction of OCN NI. Performance will be reviewed on an ongoing basis in line with OCN NI's current performance management system.

Salary: Salary range is £38,682 – 46,580. This is a six-point salary scale, with progression opportunities occurring each April.

Pension: 9% Employer contribution, 6% Employee contribution.

Location: Sirius House, 10 Heron Road, Belfast, BT3 9LE. Following successful completion of probationary period hybrid working available.

Hours of Work: 35 hours per week (exclusive of lunch breaks). Flexible start/finish times are in operation with core working hours from 10am to 4pm Monday to Friday.

Holidays: Entitlement is 39 days each year inclusive of statutory and public holidays rising to 44 days after 10 years' service. The leave year runs from 1st August to 31st of July.

Note: This document is supplied for information purposes only and does not constitute terms and conditions of employment.

Welcome to OCN

At OCN, we believe that our employees are our greatest asset. We are committed to creating a supportive and rewarding work environment that fosters growth, well-being, and work-life balance.

ocnni.org.uk

Why work with us?

At OCN, we take pride in being Northern Ireland's leading Awarding Organisation. We collaborate with a diverse range of partners, including Further Education Colleges, Schools, Training Organisations, Third Sector Organisations, Health Trusts, and Prisons, to support education and training across various sectors.

OCN NI is a UK-recognised organisation regulated by CCEA Regulation, allowing us to develop and award professional and technical (vocational) qualifications from Entry Level to Level 5 across all industries. Additionally, we are regulated by Ofqual, enabling us to offer similar qualifications in England.

Our commitment to excellence and innovation ensures that our qualifications meet the highest standards, empowering learners and organisations to achieve their goals.

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Charitable Objects

As a not-for-profit organisation, OCN reinvests all its resources into developing new qualifications and educational resources to benefit learners and educators.

As an Educational Charity and Awarding Organisation, we:

- Promote lifelong learning for the wider community by developing individual capabilities, competencies, skills, and understanding in areas of educational value.
- Work with stakeholders and partners to promote and provide access to learning and accreditation opportunities that facilitate lifelong learning and work-related skills.
- Provide opportunities to those who have least benefited from traditional education.
- Recognise achievement, accredit learning, award qualifications, and support continuous improvement in lifelong learning and work-related skills.

Giving back to our community

We actively support our centres and learners through funding and recognition initiatives:

Centre Grants: We actively support our centres and learners through funding and recognition initiatives:

Learning Endeavour Awards: We celebrate and reward the dedication of learners across Northern Ireland. These awards honour individuals who have shown exceptional perseverance and commitment to their education.

Our Mission

To develop and award qualifications which engage, enrich and equip learners for life.

Our Vision

A successful, inclusive society where every learner matters.

To achieve our mission and values, we have identified three strategic priorities:

To be the awarding organisation of choice

To promote learning as a tool for transformation

To be innovative, creative and continuously improve

Our Values

LEARNER CENTRED

Everyone has the right to learn and develop throughout their lives and have that learning recognised and valued.

RESPECT

Everyone is entitled to be valued equally and treated with dignity and respect. We will apply the highest standards of integrity in everything we do.

EXCELLENCE

Everyone has the right to high-quality services which are accessible, valued and responsive to needs. We will hold ourselves to the highest standards of responsible business.

COLLABORATION

The needs of learners are more effectively met by working closely together with our Centres and other stakeholders to seek collaborative partnerships.

Did you know?

OCN were founded in 1995 and have awarded over 800k people with certificates!

Benefits of Working at OCN

Employee Assistance Programme

Access to confidential support and resources to help you navigate personal and professional challenges.

9% Employer Pension Contribution

We invest in your future with a generous pension contribution to help you plan for retirement along with 4x your annual salary for life assurance cover

Generous Holiday Allowance

Enjoy 39 days of annual leave, inclusive of bank holidays, with an additional day for each year of service after 5 years, up to a maximum of 44 days.

Flexible Working

Flexible working options available depending on your role, such as hybrid working or part time. Providing flexibility and convenience

Remote Working

Depending on your role, you may have the option to work remotely, providing flexibility and convenience.

Employee Private Health Scheme

Comprehensive health coverage to ensure you and your family are well taken care of.

Health Cash Plan

Get money back on everyday health expenses, including optical, dental, chiropody, and more.

Key Moments Support

We offer a comprehensive range of leave and pay entitlements, including: Enhanced Maternity and Paternity Pay, Parental Leave, Bereavement Leave, Wedding Leave & Company Sick Pay.

Training & Development

Access to ongoing CPD both internally and externally.

For more information on OCN Careers, click here.

INVESTORS IN PEOPLE®

We invest in people Gold

Our staff is valued at OCN, and we are proud of our Investors in People Gold accreditation. Through investment and vision, we have developed tools, processes, and metrics that have allowed our employees to thrive, and we truly understand the value and contribution of our team.

Equality, Diversity and Inclusion

OCN NI is committed to equality, diversity, and inclusion.

We have an effective EDI strategy that includes a successful EDI-embedded culture, a range of EDI training for all employees, and EDI policies and procedures.

Staff Retention

At OCN, we are proud of the loyalty and dedication of our team. Our average length of service is an impressive 7.5 years, reflecting the supportive, inclusive, and rewarding environment we strive to maintain. Notably, 33% of our staff have been with us for over 10 years, and 21% have served for more than 15 years — a testament to the positive culture and long-term opportunities at OCN.

We recognise and value long service with dedicated appreciation initiatives, acknowledging the ongoing contributions of our team members as they grow their careers with us.

ocnni.org.uk

To apply please email the following to careers@ocnni.org.uk

- Your CV
- A detailed covering letter demonstrating how you meet each of the essential criteria and desirable criteria (if applicable).
- OCN NI Monitoring Form
- Closing Date: 5pm, Wednesday 11th November 2026

Where potential
meets possibility.

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