

Job Vacancy

Business Development & Marketing Advisor
Haywards Heath, UK

Permanent Position

Overview

Team Description

Help us grow our reach, strengthen our relationships and increase our impact.

At ILS, we support the aid agencies, researchers, journalists and campaigners on the front lines of today's most complex global challenges. We are a purpose-led business founded by aid workers and built around the belief that people come first. Our values shape how we work with clients and with each other.

Founded by aid workers in 2010, the company has grown to become a global leader in the development and implementation of people-centred risk management solutions.

OUR MISSION

We believe in empowering those who are building a better world. Placing humanity at the heart of our solutions, we work in partnership with individuals and organisations to enhance their resilience.

WHAT WE DO

We deliver robust, comprehensive, and innovative solutions to security risk management challenges worldwide.

OUR VALUES

We are driven by the values of: ***Humanity, Respect, Compassion,*** and ***Creativity.***

Job Purpose

We are seeking a **Business Development & Marketing Advisor** to help ILS grow its reach, strengthen client relationships and identify new opportunities for sustainable growth.

Sitting within our Commercial Team, this is a varied role spanning business development and marketing, managed by the Director of Commercial & Compliance and working closely with the Digital Operations & Marketing Manager. You will help us identify and pursue new business opportunities, coordinate bids and proposals, and communicate ILS's expertise and services to the sectors we support.

This role will give you the opportunity to work across the full client acquisition and retention journey, from identifying an opportunity and developing a compelling proposition through to promoting our expertise and building client engagement.

This is an opportunity to join a small and ambitious organisation where you can take ownership, contribute ideas and have a tangible impact on the company's growth and development.

Business development

Working closely with the Director of Commercial & Compliance, you will support ILS's business development activities from initial opportunity identification through to proposal submission and ongoing client engagement. You will:

- Identify and research new business opportunities across ILS's key sectors and services.
- Monitor relevant tender and procurement platforms and identify opportunities aligned with ILS's capabilities, experience and strategic priorities.
- Support the coordination of bids, tenders and proposals, working with colleagues and technical specialists to gather inputs, manage deadlines and produce high-quality submissions.
- Ensure that all proposals comply fully with client requirements.
- Draft and develop proposal content, budgets, capability statements, expressions of interest, presentations and other client-facing business development materials.
- Maintain and improve ILS's library of bid content, case studies and supporting information in collaboration with other teams.
- Maintain ILS's business development pipeline and work management information, ensuring opportunities, contacts, actions and outcomes are recorded and followed up.
- Coordinate follow-up activity after enquiries, meetings, proposals and events, helping ensure opportunities progress.
- Work closely with the Digital Operations & Marketing Manager to ensure business development priorities inform marketing activity, and marketing engagement generates meaningful opportunities for the business.

Marketing

Working closely with the Digital operations & Marketing Manager, you will support the implementation of ILS's marketing plan, including:

- Supporting with the management of the company online social media presence.
- Supporting with copywriting and design of online marketing content, digital assets and printed materials.
- Copywriting and distribution of company newsletter campaigns.
- Support with ILS' company website content, storytelling and public-facing campaigns.
- Support ILS' event and conference participation and logistical planning.
- Collaborate with internal teams to gather content, stories, testimonials and data.

Working Across ILS

As a small organisation, collaboration is central to how we work. Alongside your core business development and marketing responsibilities, you will:

- Provide support and provide cover for the Digital Operations & Marketing Manager with the backend management of ILS' Website, e-Learning platform and public-facing digital output when required.
- Support the technical team with content design and output development.

What Makes This Role Different

This is not a narrowly defined marketing or business development role. You will work across the business, helping us identify opportunities, build relationships, communicate our expertise and turn great ideas into new work.

One week you might be coordinating a major international tender, the next researching a prospective client, developing a capability statement, supporting a campaign or helping turn the team's experience from a recent project into a compelling case study.

Because ILS is a small and collaborative organisation, you will have real visibility across the business and the opportunity to shape how we grow. You will work directly with major clients, senior colleagues, technical experts and the leadership team, with plenty of scope to bring forward your own ideas and develop the role over time.

Person Specification

We are looking for someone who combines strong communication and organisational skills with a commercial mindset and genuine interest in the work ILS does. You will be comfortable working on multiple priorities, working with colleagues across different technical teams and taking ownership of tasks.

Essential

- Strong alignment with ILS' values of **Humanity, Respect, Compassion and Creativity**.
- Experience in business development, marketing, bids, communications, or a related role.
- Excellent written English and the ability to produce clear, compelling and accurate client-facing content.
- Strong IT skills and confidence for learning and using digital tools.
- Strong organisational and project coordination skills, including the ability to manage multiple priorities and deadlines.
- Strong interpersonal skills and confidence working with colleagues and stakeholders at different levels.
- A proactive approach, with the confidence to take ownership of tasks and follow opportunities through.
- Strong attention to detail.
- Commercial awareness and an interest in understanding what clients need and how ILS can respond.
- Ability to work collaboratively while also managing tasks independently.

Desirable

- Understanding of working with donors or multi-lateral organisations and with an awareness of different donor compliance requirements.
- Demonstrated experience in qualitative and quantitative data analysis and the ability to translate this into persuasive and impactful proposals.
- Additional language skills.
- Good eye for design, visuals and creative technology.
- Knowledge of marketing best practice.
- Experience with website building, CRM and or/Adobe creative software.

The person we're hoping to find

You might have worked in business development, marketing, or account management, or have experience spanning several of these areas. What matters most is that you are curious, organised, commercially aware and a great communicator. You enjoy making things happen, spotting opportunities, being part of a small but dynamic team and turning ideas into action.

You do not need to arrive knowing everything about the risk management sector. What we are looking for is someone who wants to understand our clients, believes in what ILS does and is excited by the opportunity to help us delivery quality work and projects and help us grow. **You should already have the legal right to work in the UK.**

Compensation package and benefits

- Starting salary £39,500 depending on experience, with a clear salary progression scheme.
- Enhanced employer pension contributions
- Free access to psychological support service
- 37.5 hour working week. flexible working hours (with core working hours 10am-16:00pm)
- Generous Time Off In-Lieu (TOIL) policy
- Personal development plans
- 36 days of annual leave (formulated as 25 days standard leave + 3 days of additional Christmas leave + 8 days of bank holidays).
- Further leave allowance accrued with length of service.

Working location:

- The position is based in ILS' office in the UK, very close to Haywards Heath railway station.
- We currently have a flexible working policy, whereby staff are expected to attend the office no less than 50% of their working hours (3 days on Anchor Week, 2 days on non-Anchor week)

Recruitment process:

Please send your CV and cover letter to recruitment@locationsafety.com with the title **"Business Development & Marketing Advisor"**

Closing date: 12:00 (GMT) on 27 November.

The interview process will consist of a screening call, a short assessment, and final interviews, which will be held in person at ILS's offices in mid-December.

Start date: ASAP

Early application is strongly recommended.

We know there are great candidates who may not meet all the above criteria, or who have important skills that we have not mentioned. If this is you, please do not hesitate to apply and tell us why this opportunity excites you and how it fits with your skills and experience.

As an inclusive workplace, we welcome applicants from all backgrounds and actively encourage applicants from minority groups to apply.

We are happy to make reasonable adjustments throughout the recruitment process, and within the role itself. If you are invited to interview and feel you would benefit from any adjustments, please let our team know when they contact you to arrange the interview.