**Move On**

**Job Description:**

**Sales Executive - Scotland Community Wood Recycling**

**Main Purpose of Role:**

The Sales Executive, will be a key contributor to the success of Scotland Community Wood Recycling, an exciting new partnership between Glasgow Wood Recycling (GWR), National Community Wood Recycling Project (NCWR) and Move On Wood Recycling (MOWR). Working throughout Scotland’s central belt, you will work closely with the construction, events and other industries.

You will be responsible for growing the waste wood collection business of all partners, establishing and maintaining strong income streams, ensuring that our collection services are efficient, responsive and customer-focused and that the supply of (particularly good quality) waste wood is fully developed.

**Communication/Reporting:**

You will be employed by Move On, but accountable to Scotland Community Wood Recycling. You will work closely with all three partners, receiving day to day support and supervision from the MOWR Manager, with additional induction, training and sales skills support from NCWR.

**Based** – Glasgow (but with regular travel to Edinburgh and throughout the central belt)

**Salary** – £12,817 (£21,362 pro rata)

**Hours** – 0.6 FTE (21 hours per week)

**Main Duties & Tasks**

* To generate sales through following up existing leads
* To develop new leads through telephone contact, site visits and building personal awareness of relevant and upcoming opportunities
* To develop excellent relationships with existing and new partners, which lead to sales
* Be the first point of contact with customers, regarding the collection service
* Achieve agreed sales targets
* Represent the partners and partnership to all customers and stakeholders

**Creativity**

* Effectively representing the interests of individual partners and the wider partnership
* Promoting the benefits of community wood recycling, both social and environmental
* Managing your own time and workload, ensuring success for all partners
* NCWR already partners with some of the largest construction companies in the UK, however, this is mainly clustered South of the Border and we need an experienced Sales Executive to develop these partnerships in Scotland, and establish links with other wood waste generators who would benefit from working with us.

**Specific conditions**

There may be some evening and weekend work, for which time off in lieu is offered. An element of homeworking will be possible.

**Background:**

**National Community Wood Recycling** is a multi-award winning social franchise network founded in 2003. NCWR saves resources and creates jobs and training opportunities for disadvantaged people. With more than 30 enterprises nationwide, it is the largest and most successful social franchise in the UK, with a growing international reputation. **Glasgow Wood Recycling** is a social enterprise engaged in collecting, sorting, reusing and recycling waste wood. With a wide range of wood products for sale as well as a growing business designing and fitting indoor and outdoor leisure and business spaces, GWR has been trading since 2007. **Move On Wood Recycling**, established in Edinburgh in 2018 is a social enterprise run by the charity Move On, along similar lines to GWR, with similar ambitions. A key part of the development plans for both MOWR and GWR is to establish more wood waste collection work from organisations within their catchment areas.

**Collections**

Collection of waste wood is at the heart of our model and provides the raw materials for our key income streams and activities. While most collection business comes from building companies, potential customers can include the events industry and any organisations that have supplies of waste wood, such as pallets, packaging etc.

**Move On (Scotland Wood Recycling)**

**Sales Executive**

**Person Specification**

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|  |  ***Essential*** |  ***Desirable*** |
|  ***SKILLS*** ***AND*** ***QUALITIES*** | * Commitment to partner values
* Excellent verbal and written communication skills
* Able to work under own initiative
* Excellent organisational skills
* High level of motivation
* Relationship building with customers, partners and other key stakeholders
* Ability to keep clear, accurate and up to date records
* Enthusiasm for and commitment to the partner’s ambition to maximise the re-use of waste wood, environmental protection and social justice
* Driver, with access to own car
 | * Excellent IT skills
* Understanding of social enterprise/charitable sector
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| ***EXPERIENCE*** | * Experience in sales (in any field)
* Experience of successfully working towards agreed targets
 | * Experience of working within the social enterprise/charitable sector
* Experience of business to business sales
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