



Candidate Brief

Business Development Executive



Contents

- 1 About Us
- 2 About the Role
- 3 About the Candidate
- 4 What to expect
- 5 Working with us
- 6 Application Process

About Us

Virtual College, in partnership with Netex, combines cutting-edge global learning technology with over 30 years of experience in compliance eLearning. Known for delivering high-quality training, Virtual College works with a wide range of public, not-for-profit, and private sector organisations, including the NHS, YMCA, and thousands of education providers.

The Virtual College promise is simple: to provide high-quality, compliance-focused, cost-effective, simple learning solutions that put the learner first. With thousands of positive reviews, Virtual College is renowned for providing reliable and impactful eLearning to businesses, wherever they are in the world.



About the role

Title: Business Development Executive

Type: Permanent

Location: Leeds Hybrid

Salary: Up to £26,000 per annum DOE

Hours: Full Time (37.5 per week)

Space: Business

Key Responsibilities

As a Business Development Executive for Virtual College by Netex, you will drive revenue growth across the Training Solutions portfolio by managing inbound enquiries and generating new business from cold and warm leads. You will build strong customer relationships, understand their learning needs, and recommend appropriate learning technology solutions to maximise account value and lifetime spend.

Your role involves working digitally with customers to ensure products meet their needs, using CRM data to spot growth opportunities, and re-engaging lapsed clients. You will manage a personal income target, triage enquiries to the right specialists, coordinate setup with delivery teams, and help improve sales and support processes while modelling Netex's consultative, customer-focused values.



About the candidate:

Required:

- Strong questioning and exceptional listening skills
- Ability to understand customer requirements and respond to objections
- Clear, professional written communication and presentation skills
- Confident negotiation skills in a B2B product sales environment
- Experience managing client expectations and processing orders
- Strong technical understanding of Virtual College products, explained in non-technical language

Full Job Description: **BDE VC Job Description**

Personal Attributes:

- Self-motivated, independent and resilient, with a strong work ethic
- Organised, persistent, and diligent in following up and generating leads
- Innovative, solution-oriented, and focused on achieving targets and deadlines
- Collaborative “people person” who builds rapport and strong relationships
- Curious, genuinely interested in others, and open to learning and development
- Empathetic, objective, and able to see situations from multiple perspectives
- Commercially aware, spotting viable opportunities and escalating issues promptly
- Customer-focused, consultative, and operating with integrity and respect

Desired:

- Knowledge of the e-learning sector
- Spanish speaking

What to expect:

We are an inclusive employer and endeavour to provide a fair, transparent and supportive recruitment process.

We typically run a two-stage process, which consists of competency-based interviews that are designed to evaluate key skills and behaviours required for the role to which you are applying. We use the STAR framework (Situation, Task, Action, Result), to give candidates a consistent experience and help focus on real-life examples throughout the interview. Guidance on how to answer within this framework will be provided in your interview but some key tips to remember include:

Preparing a few examples ahead of time for different competencies that are outlined in the job description.
Practice keeping your responses concise (2–3 minutes per answer) and keeping these in the STAR format.
Try to summarise with a brief reflection on what you've taken away from each experience if applicable.

If you require any adjustments or accommodations, we are here to support you every step of the way! If so please reach out to Sam.Mawson@netexlearning.com directly should you have any questions or need any support or adjustments.

Working with us

Culture

Inspirational mission vision and values

Sports and Social club

Honesty and integrity

Regular Communications

Benefits

Access to extensive course catalogue

EAP

Health cashback plan

Paid sick leave

Career

Champion internal training and succession

Role specific external training opportunities

Ongoing personal and professional development

Work Environment

Peer to peer and global recognition

Genuinely flexible working

Inclusive and supporting environment

Compensation

Fair and transparent salaries

Annual Pay Review

Application Process

Timeline and Next Steps

We run a two-stage process as we mentioned before so for this role we will be looking to:

Shortlist until: 09.04.2026

Run interviews until: 30.04.2026

Please note these dates may change.

Further Info

If you have any further questions relating to the role, and adjustments or the recruitment process, please email:

Sam.Mawson@Netexlearning.com

To apply for this role, please send an up to date CV and cover letter to sam.mawson@netexlearning.com

