

Business Development Consultant Recruitment pack



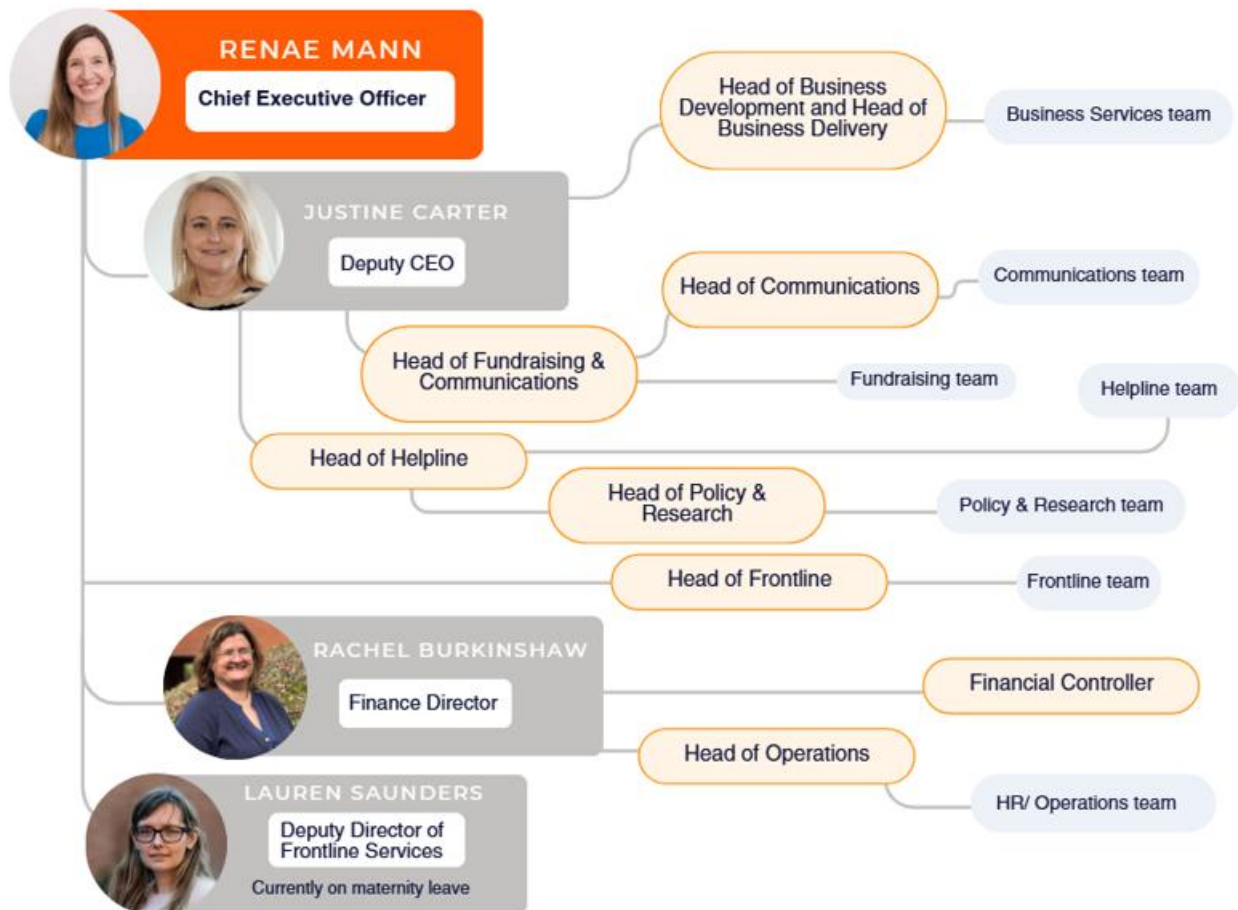
Location	Unseen's head office in Bristol (Hybrid approach with regular working from home days. A minimum of 1 day per week in the Bristol office is required. A degree of flexibility will be required, including some travel for events.)
Salary	£33,475 per annum (pro-rated for part time hours). We are an accredited member of the Living Wage Foundation.
Contract type	Permanent
Hours	Full-time, Monday-Friday (occasional weekends/ evenings)
Reports to	Head of Business Development
Key relationships for the role	• Business Services Team • Heads of Business Delivery and Development • Deputy CEO • Business Comms and Marketing Consultant • Head of Communications
Requirements of the role	• Basic DBS • UK Driving Licence/Car (highly desirable) • Some travel will be required for events • Lone Working
Benefits	• 33 days holiday per year (pro-rated equivalent for part time), inclusive of bank holidays • An additional day of paid leave is awarded at the start of each holiday year (maximum of 5 days) • Paid Birthday leave • Long service awards • Enhanced Sick Pay entitlement • Enhanced Maternity, Paternity and Adoption leave • Employee Assistance Programme – counselling for individuals and their families (up to 8 sessions) and a range of wellbeing support resources • Pension contributions • Bike to Work Scheme • Speak Up Staff line • Lone Working system in place

About us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision: A world without slavery. We aim to transform society's response so all can live in a world free from such abuse and exploitation.

Our mission: We're working to end modern slavery by **empowering, equipping** and **influencing** others to bring about positive and transformational change.



Purpose of the role

Role Within Unseen

In 2016, Unseen launched the UK-wide Modern Slavery & Exploitation Helpline to support victims and strengthen the UK's response to modern slavery. Alongside the Helpline, Unseen developed a dedicated business arm to support organisations in identifying, preventing and addressing modern slavery within their operations and supply chains. This work continues to grow, with more than 60 businesses now partnering with Unseen.

To build on this impact, we are seeking a Business Development Consultant to support the ongoing expansion of our business services, drive new partnerships and contribute to the organisation's long-term growth. The successful candidate will work closely with the Head of Business Development and play a key role in attracting, securing and onboarding new corporate clients.

Purpose of the Role

The Business Development Consultant will be central to increasing the number and quality of businesses working with Unseen to tackle modern slavery. The role involves representing Unseen at events, leading pitches and presentations, developing compelling proposals, and supporting contract negotiations to secure new business and meet revenue targets. This includes warm-calling prospective partners and leading on email outreach campaigns to build a strong, well-qualified pipeline. Success in this role will depend on the individual being highly proactive in uncovering, creating, and driving new opportunities forward.

We are looking for the successful person to ideally commence this role from beginning October 2026.

Key responsibilities and tasks

The business development consultant will be embedded within the Business Services Growth Team. They will have the following responsibilities, working in close collaboration with the Head of Business Development and Marketing Consultant roles, as well as the wider Business Services delivery and worker wellbeing teams.

1. Business Development & Growth

- Lead persuasive, professional pitches to prospective clients and develop strong, tailored proposals aligned with Unseen's pricing strategy and in-depth knowledge of our service offer.
- Support contract negotiations and work with finance team to ensure agreements are clear and accurate.

- Conduct timely follow-up with all sales-qualified leads and respond promptly and professionally to all inbound enquiries.
- Liaise with delivery teams to ensure a smooth onboarding experience for new clients
- Represent Unseen at industry events, conferences and trade shows to promote our services and drive lead generation, as well as supporting the coordination of Unseen events.
- Work with the Head of Business Development to deliver the sales strategy

2. Research, Insight & Thought Leadership

- Conduct competitor analysis to refine sales materials, templates and ways of working.
- Stay informed about emerging trends, regulatory developments and sector-specific modern slavery risks.
- Conduct research into prospective sectors and develop quarterly research or insight articles in collaboration with the communications team.
- Feed insights from prospects, events and market engagement back into business team

3. Communications & Collaboration

- Ensure all business development communications are accurate, relevant and high quality.
- Work with the Marketing Consultant to co-design campaigns targeting high-value prospects and ensure consistency across sales materials.
- Take ownership of the regular review and updating of internal and external facing content – including proposals, templates, web copy and sales collateral, ensuring everything remains accurate, on-brand and aligned with Unseen's goals.
- Ensure any data used externally is approved by the Head of Helpline Services.

4. Prospecting & Pipeline Management

- Take full ownership of pipeline growth by consistently and independently identifying, pursuing and converting new opportunities, demonstrating a highly proactive approach beyond inbound or marketing-generated leads.
- Identify, qualify and develop new business opportunities by proactively generating leads and nurturing them through the sales pipeline, working closely with the marketing team to align campaigns, share insights and maximise conversion
- Undertake thorough research into each prospect's operations, risk landscape and current modern slavery approach.
- Make warm prospecting calls to engage new contacts, using research and insight to ensure every conversation is timely, relevant and well-informed.

- Lead on email outreach campaigns as part of the wider B2B outreach strategy, from planning and copy through to sequencing, follow-up and reporting on results.

5. Documentation, Reporting & Processes

- Provide weekly and monthly updates to the Head of Business Development as required.
- Use HubSpot effectively and accurately, ensuring complete and up-to-date records of all sales activity, to support accurate forecasting and reporting.
- Recommend improvements to sales workflows, templates, proposals and processes to enhance efficiency and effectiveness.

6. Supporting Business Operations

- Work closely with the Delivery Team to maintain expert knowledge of Unseen's services and the changing legislative and due diligence requirements relating to modern slavery.
- Contribute actively to team meetings and planning sessions.
- Support the delivery of events, including Unseen's Annual Business Event

7. General (All Staff)

- Promote Unseen's vision, aims and objectives, ensuring all external contact reflects our professional and mission-driven approach.
- Understand and comply with all relevant legislation and organisational policies and procedures.

Person Specification

We use the Person Specification to shortlist candidates for interview. For competitive personal statements, we recommend referencing with examples how your skillset and experience match the Person Specification.

Essential Experience, Skills and Knowledge

Experience:

- Proven B2B business development and consultative sales experience, with a strong track record of prospecting, generating leads, and converting opportunities into clients.
- Strong presentation and proposal-writing skills, with experience pitching to and influencing senior stakeholders and decision-makers.
- CRM and pipeline management expertise, including maintaining accurate data, forecasting, reporting, and tracking performance against sales targets.

Skills:

- Excellent communication, negotiation, and relationship-building skills, with the ability to engage effectively with clients, partners, and internal stakeholders.
- Highly organised, proactive, and self-motivated, able to independently manage a varied sales pipeline, prioritise workloads, and meet deadlines.

Knowledge:

- Sound understanding of the principles of business development and sales pipeline management

Desirable Experience, Skills and Knowledge

Experience:

- Relevant sector experience in human rights, ESG, sustainability, compliance, supply chains, or mission-led/NGO organisations, with an understanding of modern slavery and due diligence issues.
- B2B business development expertise, including email outreach campaigns, relationship building, and representing organisations at industry events, conferences, and trade shows.
- Strong content and marketing skills, including contributing to marketing content development, insight articles, sales collateral, and personalised outreach.
- Confident use of AI and digital tools to support sales and marketing activities such as research, prospecting, content creation, and outreach personalisation.

Skills:

- Experience designing or refining sales templates, proposals or workflows
- Comfortable presenting data and insights to inform strategy

Knowledge:

- Knowledge of the Modern Slavery Act and related due diligence legislation
- Understanding of ESG, sustainability or human rights frameworks as they relate to corporate clients

How to apply

1. Complete Unseen's [application form](#) for the role, and;
2. Send a copy of your **anonymised CV** to jobs@unseenuk.org.

If you are unable to complete the form online, please email jobs@unseenuk.org or call us on 0303 040 2888 and we will send a printable version for you to complete.

Please note: The only information from your application that will be shared with the hiring manager is your personal statement and anonymised CV.

The deadline for applications is 23:59 on 16 August 2026.

Interviews will likely be held at end of August.

We reserve the right to close the vacancy early if we receive the requisite number of applications. For this reason, we encourage interested candidates to apply early.

As an organisation focused on equity, diversity and inclusion, we welcome applications from all sections of the community we serve including those with lived experience of modern slavery, those with diverse backgrounds, cultures, and religion, people of colour, those with disabilities and those from the LGBTQ+ community.

References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

Any questions, please contact jobs@unseenuk.org or call us on 0303 040 2888.

**Thank you for your interest in working
with Unseen to achieve our vision of
a world without slavery**