



CHARTERHOUSE
LAGOS



BUSINESS DEVELOPMENT OFFICER



Business Development Officer

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a skilled and experienced Business Development Officer to join our Marketing team at Charterhouse Lagos Campus. The individual will actively seek opportunities for sponsorships, collaborations, and partnerships to promote the school.

Job Description

Position: Business Development Officer
Reporting to: Marketing Manager
Department: Communication, Admissions and Marketing
Position Type: Full-Time

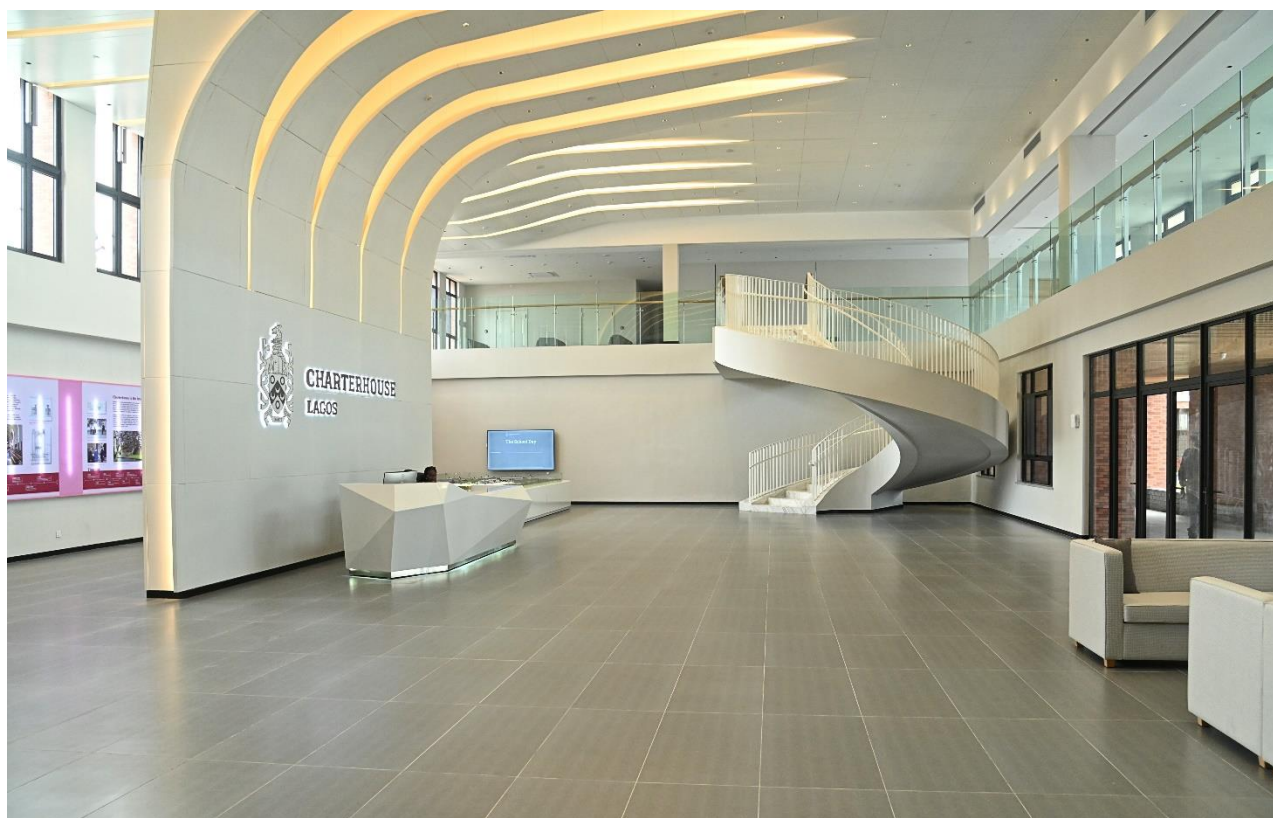
Role Overview: The successful candidate will play a key role in expanding the school's visibility and establishing strategic partnerships. This role requires someone proactive and outgoing, who can visit high-end offices, attend events, and build relationships with key stakeholders and target audiences.

Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





Qualifications and Experience	Essential	Desirable
Bachelor's degree in business administration, marketing, or related field.	Yes	
3-5 years of experience in business development, field sales, or outreach, preferably in an educational setting.	Yes	
Skills & Competencies		
Experience in the education sector or familiarity with private school operations.		Yes
Ability to network effectively and identify strategic partnership opportunities.	Yes	
Strong interpersonal skills and the ability to build relationships with diverse stakeholders.	Yes	
Excellent communication and presentation skills.	Yes	
Strong organisational and time management skills.	Yes	
Ability to work independently and take initiative.	Yes	
Personal Attributes		
Self-motivated and goal oriented.	Yes	
Strong problem-solving and negotiation skills.	Yes	
Ability to adapt to changing circumstances and identify new opportunities.	Yes	
Team player with a collaborative attitude.	Yes	
Ability to maintain a professional demeanour.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
A drive for excellence, an appreciation of the importance of education and an understanding and appreciation of the aims, mission and values of the school.	Yes	





Key Responsibilities	
1	Field Outreach and Relationship Building:
i	Number of high-end offices visited per week/month: Set a target, such as visiting 10-15 offices weekly.
ii	Number of new partnerships established: A goal of 5-7 partnerships in the first quarter.
iii	New contacts added to the database: Aim for 50 new contacts per month to build the relationship network.
2	Events and Sponsorships:
i	Number of events attended and participated in per month: Target 2-3 relevant events.
ii	Sponsorships secured: Define success as securing at least 1-2 sponsorships per quarter.
3	Strategic Partnerships and Collaboration:
i	Partnership documents developed and submitted: A target of 3-4 proposals per quarter.
ii	Partnership management.
iii	Partnership meetings held: A minimum of 5 meetings per month with potential partners.
iv	Managing sales funnel in collaboration with the Admissions team.
4	Marketing Collateral Distribution:
i	Flyers/brochures distributed at high-traffic locations: A target of distributing 500 pieces of marketing collateral per month.
ii	Locations reached: Ensure promotional materials are placed in at least 15 high-traffic locations.
5	Market Research and Strategy Development:
i	Number of market research reports delivered: Deliver 1 comprehensive market research report per quarter.
ii	Market development and penetration: Expansion of quality partners in different geographical areas.



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Stem Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



CHARTERHOUSE
LAGOS



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required by the schedule. Accommodation is NOT available.

Salary

Competitive

Development

Professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from September- August, in line with the academic year and entitlement is 21 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

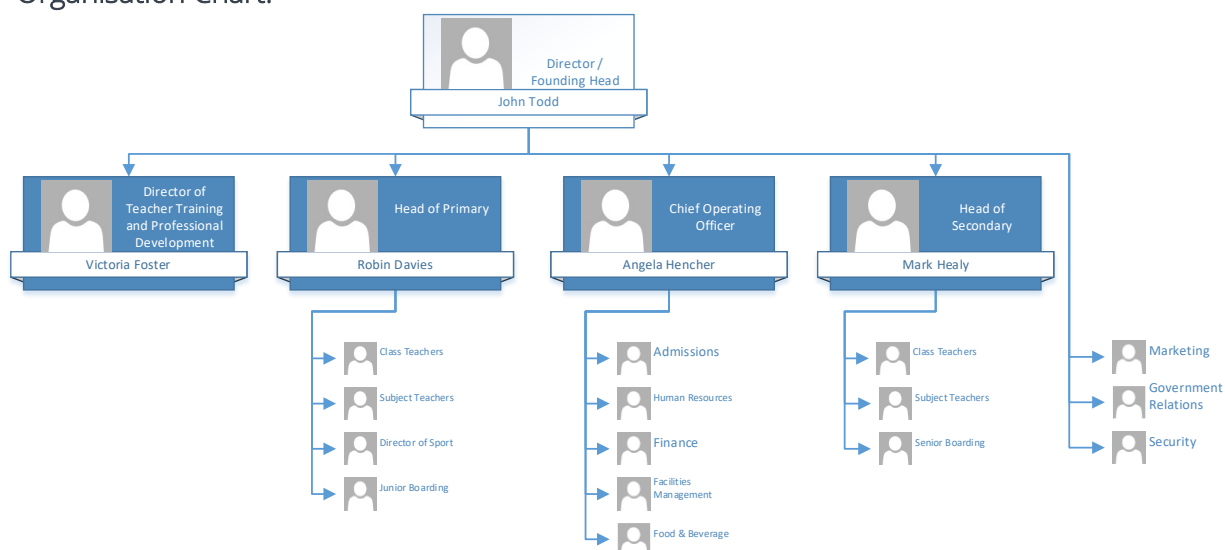
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT
PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.