



Blackburn Rovers Football & Athletic Ltd

Job Description

Job title:	Commercial Sales Executive
Department:	Partnership and Hospitality, Commercial
Based at:	Ewood Park stadium, Nuttall St, Blackburn, BB2 4JF. Flexibility regarding location is required.
Reports to:	Commercial Sales Manager
Responsible for:	N/A
Hours of work:	A minimum of 35 hours per week plus all home match days and any additional hours necessary for the performance of duties. This will include any other relevant business event as and when required.
Contractual Status:	Permanent
1. Job purpose:	To assist the commercial operations across the club to grow sales across partnership and hospitality department along with building relationships with partners and corporate clients to enhance the reputation of the club with commercial partners.
2. Duties and responsibilities:	- To be committed to ensuring the safeguarding and welfare of all staff, customers and clients of the Club; - To work with the 'Commercial Sales Manager' by providing support, research and recommending new opportunities; and ultimately identifying opportunities to maximise revenue. - To develop and nurture an ongoing sales pipeline and work with the Sales Manager to convert - Work with the Sales Manager, marketing department and other departments to grow hospitality sales - To assist the 'Commercial Sales Manager' with preparing proposals, presentations, and sales materials - Work with the Commercial department and other departments to prepare all hospitality marketing collateral - Support outreach to local businesses for sponsorship and advertising opportunities - Handle inbound hospitality enquiries and convert them into bookings - To prepare reports by collecting, analyzing, and summarizing information - Manage and update club CRM with customer pipeline, leads, activities, and sales - To maintain quality service by establishing and enforcing Club standards and ensuring objectives are met - Ensure that company policies, procedures, and guidelines are fully understood and adhered to. - Ensure that company administrative, legal and regulatory obligations are carried out accurately and efficiently throughout the department, in particular compliance with ground regulations, health and safety legislation, and Equal Opportunities policy.
3. Skills required:	Knowledge in sales and commercial with a proven track record of working within a sales/commercial and partnership department;



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

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	• Excellent communication and inter-personal skills; • A positive, confident and determined approach; • Resilience and the ability to cope with a wide range of client; • A high degree of self-motivation and ambition; • The skills to work both independently and as part of a team; • A good level of numeracy • IT Skills particularly Excel, Word, Microsoft Teams and club CRM software
4. Knowledge required:	• Insight of hospitality and partnership industry including product knowledge • Local commercial environment and business landscape • The Club – it's history and key landmarks
5. Qualifications required:	• Proven track record within working in a sales environment; and • Awareness of upcoming games and events.
DBS check required:	Yes (Basic)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **5pm on Friday 24th July**. To apply, please submit your application through the EFL I-Recruit platform [HERE](#)

CV's will not be accepted.

Equality and Diversity

Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.



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