



JOB TITLE:	Partnership Executive
RESPONSIBLE TO:	Head of Commercial and Partnership Sales Manager
RESPONSIBLE FOR:	N/A
LOCATION:	Cardiff City Stadium
OVERALL PURPOSE OF JOB:	To sell Advertising, Sponsorship and Partnership packages and account manage Club partners.

MAIN DUTIES AND RESPONSIBILITIES:

Sales

- Selling Advertising, Sponsorship and Partnership packages
- Proactive contact to prospective clients for the Club
- Arrange and undertake appointments and meetings with prospective clients

Account Management

- Manage a range of Partner accounts on a day to day basis
- Effectively manage the delivery of the Partner's contract, rights and benefits
- Organise and administer all Partner's activities
- Identify further opportunities for activation and investment for Partner's

Support

- Assisting with data collection following matches to ensure that there are relevant figures and imagery for future presentations
- Drafting initial presentation/sales documents by inputting relevant content for review by Head of Commercial and Partnership Sales Manager
- Preparing and updating case studies, market research and sector analysis as relevant
- Liaising with other departments to ensure the Commercial Team have the most relevant content for presentations and meetings
- To update and maintain the CRM Database
- Support the Commercial Team with any additional duties as required across the department

SKILLS AND EXPERIENCE REQUIRED:

Experience

- Previous experience of working in a commercial/client facing environment
- Practical account management or activation experience
- Delivery within structured timescales



Skills and Qualifications

- Excellent written and verbal communication skills are essential

Key Competencies

- Working as part of a team
- Customer relationship management
- Planning and implementation
- Adapting to change and uncertainty
- Communication and influencing
- Attention to detail
- Highly organised with an ability to multitask

Equality Statement

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

Deadline for Applications

Please submit your application by Friday 30th September 2022.

Please email your application and any queries to advert@myjobvacancies.co.uk

Please email if you require any assistance in applying. We would support applications in other formats (for example by video or audio) if required.