

# Job Description

<b>Job Title:</b>	Commercial Manager
<b>Location:</b>	Home or office based at NIJF Office, House of Sport, Belfast.
<b>Responsible to:</b>	NI Judo Federation Executive Committee
<b>Responsible for:</b>	Generation commercial income for the organisation, with a particular focus on securing and managing commercial sponsorships.  May include other supervisory roles or liaison responsibilities.
<b>Term:</b>	Fixed Term Contract to 31 <sup>st</sup> March 2021, reviewed annually and may be extended subject to funding.
<b>Salary:</b>	£14,000.00 per annum + Expenses
<b>Hours of Work:</b>	20 hours per week, may include weekends/evenings
<b>Role Summary:</b>	The Commercial Manager will lead the organisation in income generation from the commercial sector. He/she will set targets, generate income and work across the organisation to manage delivery of commercial benefits. Develop and implement a Commercial Strategy.

## Key responsibilities, main tasks

Working with the Board and Chairperson to develop a commercial strategy for the organisation, as well as developing the profile of NI Judo in the business, commercial and brand world.

To promote NIJF as a credible commercial partner to include PR, marketing, social media and networking at events.

### Implementing a robust new business process across the organisation including;

*Research and analysis of potential prospects.*

*Use of existing sponsorships proposals and development of new sponsorship and partnership proposals.*

*Generating and following up leads.*

*Securing meetings and presenting the organisation and our offer in the most advantageous way.*

*Working with the Chairperson/Board to negotiate contracts.*

*Identifying new commercial opportunities and developing benefits packages.*

*Ensuring that commercial partners fit with the NIJF brand.*

### Developing relationships with existing and potential sponsors and partners through;

*Relationship management including regular liaison provision of information updating the website and development of an e newsletter etc.*

*Initiation of hosting hospitality opportunities at NIJF events and at other sporting events.*

*Raising awareness of sponsor needs/objectives across the organisation and amongst other delivery partners.*

*Engaging with British Judo Commercial Manager*

*Assisting clubs and working with Club Development and Workforce Officer to promote best practice of commercial functions in Clubs.*

*Maximising commercial potential of competition programme.*

*Maximising grant income from other sources/sponsors*

Courtesy

Courage

Friendship

Honesty

Honour

Modesty

Respect

Self-Control

**Managing sponsorship and partner relations. Managing the delivery of benefits for commercial partners including;**

*Liaising with the Events Manager on event attendance.*

*Liaising with the Performance Manager on personal appearances.*

*Liaising elsewhere across the organisation as required.*

*Develop robust evaluation methodology and review techniques to monitor partnerships, quantify success and identify areas for improvement.*

*Maintain accurate records of sponsorships and partnerships electronically and in hard files to ensure accurate reporting to partners.*

**Financial management;**

*Work with the Board/Chairperson to set the income target for the year.*

*Manage expenditure of the commercial budget across the year with the support of the Treasurer/Accounts Manager.*

Other duties commensurate with the level of the post as determined by the Board/Chairperson.

**General Information**

The Commercial Manager will share with all colleagues the responsibility for;

*Making suggestions to improve the working situation within their area of work and in the NIJF in general.*

*Cooperating with measures introduced to ensure there is equality of opportunity in employment and equity.*

*Complying with all aspects of the NIJF Health and Safety Policy and welfare arrangements.*

This job description is not to 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 the changing needs of the organisation.

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# Person Specification

## Description

### 1. Qualifications

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|------------------|--|
| <b>Essential</b> | Degree in Business or equivalent<br>Access to a form of transport that will permit the post holder to meet the requirements of the post in full. |
| <b>Desirable</b> | Sponsorship or sales experience  |

### 2. Experience

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|------------------|---|
| <b>Essential</b> | Experience in a sales environment.<br>Ability to develop client relationships.<br>Competent computer literacy including email, MS Office, content management systems. |
| <b>Desirable</b> | Experience within the sports sector.  |

### 3. Knowledge

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|------------------|---|
| <b>Essential</b> | Knowledge of the commercial sector.                               |
| <b>Desirable</b> | An understanding of the sports funding system in Northern Ireland |

### 4. Skills and Abilities

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|------------------|---|
| <b>Essential</b> | Self-starter, happy to work alone as well as part of a team.<br>Ability to manage multiple projects.<br>Ability to effectively prioritise and plan own workload and remain outcome orientated.<br>Flexibility to respond to external or internal changes, maintaining equilibrium and focus.<br>Ability to budget and monitor spending.<br>Ability to plan against a timeline and meet deadlines. |
| <b>Desirable</b> | Familiarity with databases and contact management tools and techniques.   |

### 5. Problem Solving and Decision making

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|------------------|---|
| <b>Essential</b> | Driven by results with a strong desire to succeed.<br>A positive approach to problem solving, decision making and dealing with a wide range of people including senior stakeholders.<br>Confident and comfortable negotiating with a variety of people at all levels. |
| <b>Desirable</b> | Ability to remain calm and respond positively to challenging situations and difficulties.   |

## 6. Communications and Influencing

### Essential

Ability to influence people and use influencing skills to deliver results.  
 Ability to assert authority in order to meet agreed timescales and deadlines and to overcome problems.  
 Excellent listening skills.  
 Impressive communicator, able to present themselves well both verbally and in writing.  
 Excellent inter-personal skills, to liaise and build relationships with stakeholders, potential sponsors and partners as well as internal delivery team.  
 Ability to develop a strong and varied network of contacts across the sponsorship, business/brand and sports industries.  
 Ability to produce presentations and reports and present them as required.

## 7. Management and Leadership

### Essential

An active approach and willingness to get involved.  
 Ability to influence and engage.  
 Ability to negotiate and deal with conflict.  
 Ability to oversee and co-ordinate projects.

## 8. Teamwork and personal Impact

### Essential

Ability to negotiate with and influence a range of people.

### Desirable

Ability to lead a small team.

## 9. Other Considerations

### Essential

The willingness to travel to meetings/events and work unsocial hours at weekends and evenings.  
 An understanding and commitment to equal opportunities.  
 An understanding of and commitment to your own individual responsibility to comply with Health and Safety Policy and Welfare arrangements.  
 The ability to be flexible and adaptable in performing tasks which are normally outside the job specification but are considered commensurate with the role.

### Desirable

Willingness to learn new skills where necessary to effectively undertake the role.

### General information:

The on-going funding for this post is subject to negotiation and to confirmation of funding from Northern Ireland Judo Federation funding partners SportNI.

Interested persons are invited to submit their CV (by email) along with a covering letter outlining why they believe they are suitable for the post to ([nijudo@houseofsport.net](mailto:nijudo@houseofsport.net)) by email only.(Subject Line:- Commercial Manager Role)

**Closing date for applications: Mon 28th August 2017 at 5 pm**

Northern Ireland Judo Federation is an equal opportunities employer

Courtesy

Courage

Friendship

Honesty

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