



Job Description

Job Title:	Commercial Sales Executive
Reports to:	Commercial Manager
Salary:	£22,000 to £25,000 depending on experience
Hours:	40 hours per week to include match days
Role Summary: Reporting to the Commercial Manager to raise the profile and generate revenue for the Club. Developing effective relationships with clients and stakeholders, both internally and externally, and consistently portraying a high-quality professional image and experience.	
Key Job Outcomes: <ul style="list-style-type: none">• Responsible for the sales, delivery and management of the Matchday Hospitality programme.• Achieve and exceed overall individual and department sales targets and KPI's.• Ensure all matchday hospitality and commercial sales enquiries are followed up and secured to maximise revenue conversion.• Identify new business opportunities and re-establish lapsed business through cold calling, networking and sales activity.• Develop and maintain key relationships with hospitality seasonal members, club commercial partners/sponsors and internal/external stakeholders, ensuring they all receive a consistently excellent level of customer service in all interactions.• Work closely and in collaboration with the external catering agency; Baxter Storey• Support Head of Commercial with regular sales reporting and annual budgeting.• Support the matchday team for all home fixtures to deliver the matchday hospitality product.• Manage the accounting and invoicing process for hospitality, working closely with the finance department• Manage key commercial administration tasks including invoicing and ticketing.	
General Accountabilities <ul style="list-style-type: none">• Be responsible for own safety and not endanger that of colleagues/visitors to the workplace• Work in compliance with the Codes of Conduct, Regulations and policies of the Club, and its commitment to equal opportunities• Ensure that output and quality of work is of a high standard and complies with current legislation / standards	
Key Skills <ul style="list-style-type: none">• Good team player• Calm and flexible approach• Good interpersonal/listening/communication skills• Confidential• Commitment to quality and continuous improvement	

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment