

Title Commercial Partnerships Administrator
Team Commercial
Manager Commercial Partnerships Manager



JOB DESCRIPTION

Main Purpose(s)

The purpose of this role is to assist the Commercial Partnerships Manager with the delivery of BUCS' commercial partner contractual rights via at-event activation and digital campaigns.

Main duties and responsibilities

- Support the day-to-day delivery of partner contractual rights and key deliverables.
- Responsible for developing relationships with existing commercial partners.
- Work with internal teams to ensure partner activity is embedded in the delivery of sport and non-sport events.
- Work with the Engagement Team to ensure digital campaigns are aligned to partner needs.
- Build effective working relationships with internal colleagues and external partners identifying opportunities for collaboration.
- Support with partner reporting to demonstrate and track ROI, and to ensure KPIs are being met.
- Assist with communication with universities and colleges to aid their understanding of BUCS partner services, to scope new opportunities and to maximise rebate opportunities.
- Provide general support to the Commercial Partnerships Manager and delivery of the Commercial operational plan.

Other

- Develop relationships with other teams and departments
- Provide support to the Commercial team with any additional work as and when required.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and in compliance with BUCS policies.

This role may involve weekend and evening work and overnight stays at BUCS events.

Title Commercial Partnerships Administrator
Team Commercial
Manager Commercial Partnerships Manager



PERSON SPECIFICATION

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Excellent time management skills, with the ability to manage a busy workload with a range of concurrent accounts and projects.
- Excellent interpersonal skills and an ability to build great relationships and partnerships with individuals and organisations, both internally and externally.
- Ability to communicate clearly and succinctly to a range of audiences via various media.
- Excellent customer service skills for both internal and external stakeholders.

Desirable knowledge or experience

- Innovation and proactivity.
- Interest in the commercial landscape in the not-for-profit and/or sports sector.
- Proficiency with Microsoft Office, especially PowerPoint or other presentation applications.