



Notts County Football Club

Meadow Lane, Nottingham, NG2 3HJ

0115 952 9000

office@nottscountyfc.co.uk

Job Title:	Commercial Executive
Reports to:	Head of Commercial Sales
Location:	Meadow Lane Stadium, with some regional travel
Hours:	35 hours per week including matchdays

Job purpose

Notts County Football Club is looking to appoint an experienced Commercial Executive to become an integral part of our commercial sales team. The successful candidate will provide a combination of commercial, marketing, and administrative support to the Head of Commercial Sales. The successful post holder is an ambassador of the Notts County brand and will play a pivotal role in our clients' match and non-match day customer journey.

Main responsibilities

- To work closely with partnership organisations, to maintain good relationships and collaborative working practices.
- Supporting match day sponsorship sales function.
- Develop existing and new working relationships with corporate partners.
- Database and client data maintenance.
- Dealing with incoming sales enquiries.
- To recognise commercial opportunities across all products within NCFC & Foundation.
- Promote the brand identity and increase NCFC fanbase throughout.
- To support the NCFC green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency.
- Responsible for liaising with the venue team to deliver commercial matchday also including VIP tickets and managing matchday hosts.
- Deal with enquiries and general day-to-day liaison with premium ticket holders.
- Deal with enquiries and general day-to-day liaison with customers, colleagues, and partners.
- Carry out general office duties including data recording, filing, photocopying Devote full attention and ability to fulfilment of the duties required by the role.
- Active participation on continuing professional development and the appraisal process.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To maintain the quality-of-service provision, regularly evaluating work and seeking to make improvements.
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always.
- To cover as and when required at other departments within NCFC.
- To work with colleagues throughout NCFC & Foundation to extend knowledge and skills to identify and develop best practice.

www.nottscountyfc.co.uk

Notts County Football Club Limited
VAT No. 828477978 | Company No. 04789632





Notts County Football Club

Meadow Lane, Nottingham, NG2 3HJ

0115 952 9000

office@nottscountyfc.co.uk

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Key relationships

- Head of Commercial Sales
- Head of Media & Communication
- Chief Executive
- Commercial Venue Team

Person specification	Desirable	Essential
Previous experience of working within a corporate partnership role.		Y
Experience of working within a corporate partnership role, ideally within the football industry	Y	
Excellent client care skills with an air of both professionalism and passion		Y
Excellent communication skills (both written and verbal), including a great telephone manner.		Y
A high level of IT literacy including Office, Excel and Powerpoint as well as data management.		Y
Motivated, energised and passionate about working within hospitality & events within a football club.		Y
Excellent attention to detail and takes great pride in delivering a world class service to our clients.		Y
Flexible approach to work and working hours		Y

This is a full time and permanent role and is based at the Club's offices at Meadow Lane, Nottingham. The post holder will be required to perform their duties and/or additional work or attend training outside of normal office hours and/or in different locations.

How to Apply

If you wish to apply for this role, please email hr@nottscountyfc.co.uk to request an application form or send your CV and covering letter before the closing date.

Closing Date

- The deadline for all applications will be close of business (5pm) on 10th April 2024.
- Applications received after this date will not be considered.
- We will only be able to respond to those applicants who have been shortlisted for interview.
- An appointment of the successful candidate will be subject to two professional/personal references to the satisfaction of Notts County Football Club.

www.nottscountyfc.co.uk

Notts County Football Club Limited
VAT No. 828477978 | Company No. 04789632





Notts County Football Club

Meadow Lane, Nottingham, NG2 3HJ

0115 952 9000

office@nottscountyfc.co.uk

Safeguarding Statement

Notts County Football Club is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club.

Equal Opportunities Statement

Notts County Football Club is an equal opportunity employer. Notts County Football Club is committed to ensuring equal opportunities, fairness of treatment, dignity, work life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. The employer aims to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassments and in which all decisions are based on merit. It is Notts County Football Club's policy to treat all workers and job applicants equally and fairly, irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability.

www.nottscountyfc.co.uk

Notts County Football Club Limited
VAT No. 828477978 | Company No. 04789632



@official_ncfc



nottscountyfootballclub



@nottscountyfc



OfficialNCFC

