

 **JOB DESCRIPTION**

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| **TITLE:** | **Senior Partnerships Executive** |
| **CONTRACT TYPE:** | Open Ended, Full Time |
| **ORGANISATION:** | British Triathlon  |
| **DEPARTMENT:** | Commercial and Major Events  |
| **JOB BASED AT:** | British Triathlon Headquarters, Loughborough |
| **REPORTS TO:** | Commercial Partnership Manager |

**POSITION OVERVIEW**

This role will account manage a selection of British Triathlon’s relationships with commercial partners and suppliers, delivering on agreed rights, rewarding activation campaigns and driving value for the sport and brands that we work with.

**MAIN TASKS & RESPONSIBILITIES**

* Account management of a selection of British Triathlon’s commercial partners
* Support the Commercial Partnership Manager and Director, Commercial & Major Events in the smooth day to day operations of the Commercial & Major Events department
* Add value to commercial partnerships and the sport by fostering a culture of collaboration and cooperation amongst internal and external stakeholders
* Represent commercial team and partners at major event LOC (local organising committee) meetings, executing strategies and activation campaigns
* Drive brand led content production and distribution with communications team, supported by commercial partners
* Actively contribute to the achievement of British Triathlon and Triathlon England’s strategic goals, including driving revenue from commercial sources
* Support in the delivery of internal communication messages ensuring staff are informed and engaged in relevant partnerships, events and activations
* Support the Marketing & Communications team in the development and delivery of Major Events marketing and communications plans
* Promote a positive image of triathlon in all dealings with internal and external contacts
* Contribute to and attend external events, which may include weekend and unsocial working hours as required to deliver the role

**PERSON SPECIFICATION**

**SENIOR PARTNERSHIPS EXECUTIVE**

**RELEVANT SKILLS AND/OR APTITUDES**

*Essential*

* Strong mindset of adding value to partnerships by developing robust and comprehensive campaigns
* Develop and maintain excellent relationships with external and internal stakeholders
* Ability to positively influence and advocate ideas, campaigns and policies
* Creative and innovative approach to partnerships which standout in the sector
* Strong and confident communicator in written, verbal and electronic forms
* Excellent command of written English with copy accuracy
* Excellent quality control and attention to detail

**KNOWLEDGE AND EXPERIENCE**

*Essential*

* Track record of managing partnerships with brands as a rights holder, agency or in-house as a sponsor
* Demonstrable experience of a client focused role ideally within sport/culture/arts or similar
* Understanding of the sports landscape, NGBs, sponsors, media, participants, fans
* Knowledge of all major Microsoft packages
* Strong written and verbal presentation skills
* Strongly partner-focused and aware of their needs and expectations

*Desirable*

* Passion for sport and triathlon
* Experience at major events

**EDUCATION/QUALIFICATION SKILLS**

*Essential*

* Educated to degree level in a relevant discipline or educated to A Level or with equivalent industry experience
* Computer literate, including Office products
* Strong written and oral presentation skills

**PERSONAL ATTRIBUTES**

*Essential*

* Passionate, enthusiastic and positive
* Work with honesty and integrity, treating people with respect
* Creative & innovative worker
* Focused on excellent quality of service
* Able to work independently and as part of a team
* Able to effectively deliver multiple activities and relationships at any given time
* Organised and able to prioritise workload under pressure and with tight deadlines
* Exceptional interpersonal skills
* Excellent attention to detail

**OTHER REQUIREMENTS**

*Essential*

* Able to work away from home as role may require occasional weekend working and irregular hours