



<b>Section:</b>	Doncaster Rugby Football Club / Doncaster Knights Rugby Club
<b>Department:</b>	Commercial
<b>Job Title:</b>	Sales Executive
<b>Salary:</b>	Competitive Entry Level Position
<b>Contract type:</b>	40 Hours - Full time
<b>Hours:</b>	The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends, and such hours as necessary.
<b>Responsible to:</b>	Head of Commercial
<b>Location:</b>	Office Based, Doncaster Knights Rugby Club, Armthorpe Road, Doncaster, DN2 5QB
<b>Regular working hours:</b>	Office hours are Monday to Friday 9.00am – 5.30pm. It is expected with this post there is weekends & unsocial hours as part of an irregular working pattern.

**Purpose of the post:**

To be a key part of the commercial team delivering our sponsorship and hospitality sales strategy.

**Key Duties and Responsibilities:**

- Generate new business
  - Maintain a client base generating repeat business
  - Assist on events throughout Doncaster Rugby Football Club to achieve budget
  - Work to set targets
  - Generate revenue through incoming enquiries
  - Generate revenue through telesales and when necessary, appointments on or offsite
  - Record activity using the CRM system
  - Assist the Communications team in their day to day jobs
  - Carry out duties in accordance with all relevant company policies
  - Act always with utmost good faith to the Club and the Company
  - Devote full attention and ability to fulfilment of the duties required by the role
  - Other duties as reasonably requested by a member of the senior management staff.
  - To work with colleagues throughout Doncaster Rugby Football Club to extend knowledge and skills in order to identify and develop best practice
  - Deal with enquiries and general day-to-day liaison with customers and colleagues
  - Carry out general office duties
  - Active participation in continuing professional development and the appraisal process
  - Promote the brand identity and increase Doncaster Rugby Football Club fan base throughout
  - 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 be aware and comply with the Health and Safety at Work Act
  - To carry out responsibilities with due regard to Equal Opportunities
  - Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Managing Director
- 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.
  - Doncaster Rugby Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

<b>Personal Skills/Characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>			
Successful sales experience	X		CV & I
Experience of working as part of a team	X		I
Experience of working within a professional sport clubs		X	CV
<b>Qualifications and training</b>			CV & I
First Aid in the Workplace qualification		Willing to work towards	
<b>Special skills and knowledge</b>			
Experience of Telesales	X		CV & I
Excellent Communication Skills	X		CV & I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X		CV & R
<b>Personal qualities</b>			
Positive attitude	X		I
Outgoing Personality	X		I
Excellent written and verbal/presentation communication skills Ability to prioritise and meet deadlines.	X		CV & I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		I & R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

*Method of Assessment Key:*

*CV – CV & Cover Letter*

*I – Interview*

*R - Reference*

*The document is a guide only and should not 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 changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Doncaster Rugby Football Club is an equal opportunities employer.*

**To apply for this role, please send a copy of your CV & a cover letter to Emma White, [ewhite@castle-park.co.uk](mailto:ewhite@castle-park.co.uk).**

**Please note, there is no closing date for this role and the vacancy will close once the appropriate candidate has been identified.**