

<b>Job Description</b>	<b>Competitions and Commercial Partnerships Manager</b>
<b>Department</b>	Competitions and Commercial
<b>Reporting to</b>	Head of Commercial and Competitions
<b>Responsible for</b>	Delivery of commercial and competitions strategies
<b>Salary</b>	£30,000 - £34,000 per annum, subject to experience
<b>Hours of work</b>	Full time, permanent.
<b>Location</b>	Flexible with attendance at Manchester office as required.
<b>Main purpose of role</b>	<ul style="list-style-type: none"> <li>• Lead and coordinate the day-to-day delivery of England Squash competitions, aimed at attracting new players and increasing revenue</li> <li>• Build and maintain excellent relationships with commercial partners and stakeholders</li> <li>• Lead and support projects and campaigns aimed at increasing revenue and/ or attracting new commercial partners</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Build, support and maintain effective relationships with commercial partners, competition delivery partners and tournament organisers, competitors and members to engage with and support all England Squash activities</li> <li>• Ensure that commercial partnerships are maximised through connectivity with key programmes and initiatives</li> <li>• Lead and support specific projects aimed at increasing revenue and competition participation</li> <li>• Coordinate an ongoing programme of commercial and competition support</li> <li>• Develop and deliver innovative content and campaigns to support commercial partners and competition organisers</li> <li>• Create content and guidance documents, prepare emails and newsletters and update web pages and social media</li> <li>• Lead the collation of data and evaluation of projects and campaigns and prepare regular reports</li> <li>• Use insight to inform decisions and delivery</li> <li>• Organise and attend relevant meetings, summits and events as required</li> </ul> <p><b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>• Carry out duties in compliance with our Equal Opportunities Policy and Child Protection and Vulnerable Adults Policy</li> <li>• The health and safety of all staff, volunteers and other personnel is of paramount importance. All duties must be carried out adhering to the requirements of the Health and Safety at Work Act 1974.</li> <li>• To undertake other such duties and responsibilities that the post-holder may, from time to time, as directed to perform by England Squash</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Willing and able to work unsocial hours when required. The role may, at times, include some evening and weekend work plus travelling with occasional overnight stays</li></ul> |
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## Recruitment process

### How to apply

Please submit your CV and covering letter, outlining how you meet the person specification, to [paul.walters@englandsquash.com](mailto:paul.walters@englandsquash.com)

Complete the [Equal Opportunities Monitoring Form](#)

**Closing Date:** 5pm Monday 31st January 2022

Interviews for shortlisted candidates: Week commencing 7th February 2022

England Squash is keen to address areas of underrepresentation in its workforce and is passionate about creating an inclusive and diverse workplace. We actively encourage applications from candidates from underrepresented groups with diverse backgrounds and life experiences

If you would like to have an informal conversation about the role, please contact Paul Walters, Head of Commercial and Competitions, by email [paul.walters@englandsquash.com](mailto:paul.walters@englandsquash.com)

## Competitions and Commercial Partnerships Manager – Person Specification

### QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> <li>Educated to degree or post-graduate level in a relevant field or with demonstrable equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of self-driven CPD</li> <li>A full UK driving licence</li> <li>Experience within the sport of squash</li> </ul>

### KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent knowledge of sporting competitions</li> <li>Excellent knowledge of the needs of commercial partners/rights holders</li> <li>Knowledge of the role of a National Governing Body and the wider sport and physical activity sector</li> <li>An excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)</li> <li>An understanding of digital marketing campaigns</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of squash and squash competitions at national, regional and local levels</li> </ul>

### SKILLS

Essential	Desirable
<ul style="list-style-type: none"> <li>Highly organised</li> <li>Ability to work independently</li> <li>Outstanding communication skills</li> <li>Outstanding interpersonal skills: the ability to encourage, support and influence others</li> <li>Project coordination and management skills</li> <li>Ability to communicate to a wide range of audiences</li> <li>Ability to engage with and influence partners and stakeholders</li> <li>Excellent written and verbal communication skills</li> <li>The ability to manage a varied administrative work programme to required deadlines</li> <li>Ability to produce high quality reports</li> </ul>	<ul style="list-style-type: none"> <li>The ability to use and interpret data to analyse trends to support decision making</li> <li>Innovative thinking with demonstrable experience of implementing creative ideas</li> </ul>

<b>EXPERIENCE</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A proven track record of success in a similar role or other highly relevant field</li> <li>• Project management and coordination</li> <li>• Experience of working across multiple projects simultaneously</li> <li>• Experience in building relationships and working with a range of partner organisations</li> <li>• Experience of monitoring and reporting against targets</li> <li>• Experience of working with commercial partners and competition organisers</li> </ul>	<ul style="list-style-type: none"> <li>• A proven track record of success in a similar role within sport and / or squash</li> <li>• Experience of developing and implementing innovative ideas and bringing them to life</li> </ul>
<b>PERSONAL</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A team player with a proactive, positive, solution-focused approach</li> <li>• Able to work under pressure and to deadlines</li> <li>• Flexible and reliable, demonstrates energy, commitment and enthusiasm with a passion for squash</li> <li>• Actively identifies new areas for learning whilst regularly creating and taking advantage of opportunities provided by the role</li> <li>• Uses feedback to identify appropriate areas for development</li> <li>• Applies knowledge or skill and brings new ideas and innovations</li> <li>• Flexible approach to work and able and willing to work outside normal office hours when required</li> <li>• Displays an ability to connect, drive, be adventurous and work together</li> </ul>	

This job description is not intended to be regarded as exhaustive and may be amended considering the changing needs of the organisation.