



Job Reference PNE 1062

Organisation	Preston North End FC
Position	Partnerships Manager
Pay	Competitive Salary
Location	Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU
Type of Contract	Full Time, Permanent
Closing Date	Thursday 30 th May 2019 at 5pm.

Preston North End FC are looking for a hardworking, enthusiastic, self-motivated individual to join the commercial team as a Partnerships Manager.

Reporting directly to the Owners Representative, your role will be to maximise the sales and service of club partnerships, creating a successful portfolio of club partners whilst efficiently managing and maintaining relationships with these partners to contribute to the overall success of the business.

How to apply:

Please send your completed application form addressed to Zoë Hall via email to jobs@pne.com along with a covering letter or post to: Zoë Hall, Business Operations and HR Manager, Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU. Please quote ref: PNE 1062.

Interview Dates

Interviews will take shortly after the closing date.

The role will be subject to satisfactory references and a DBS check.

JOB DESCRIPTION	
1. Job Title	Partnerships Manager
Salary	Competitive Salary
Hours of Work	Your hours of work will be 9am to 5pm Monday to Friday of which half an hour will be allowed for lunch, plus all home match day events. The minimum working week is 37.5 hours.
Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU.
Responsible To	The Owners Representative.
Responsible For	N/A
Contractual Status	This is a full time, permanent position.
2. Overall purpose of the Job	To maximise the sales and service of Club partnerships, creating a successful portfolio of club partners whilst efficiently managing and maintaining relationships with these partners to contribute to the overall success of the business.
3. Key Accountabilities	<ol style="list-style-type: none"> 1. To identify potential partners where gaps exist in the portfolio that will bring additional revenue into the Club. 2. Manage and ensure effective delivery of appropriate Club presentations with a view to increasing the partnership portfolio. 3. Ensure delivery of all inventory with the commercial team. 4. Ensure efficient management and maintain existing relationships with Club partners to ensure good relations and sustainable partnerships. 5. To have overall responsibility for all Partnership Inventory that sits within the PNE stadium. 6. Ensure effective audit of all partner inventory, ensuring that they are of an appropriate standard and compliant with partnership agreements. 7. Negotiate and secure cost effective and profitable agreements in line with current processes. 8. To uphold and promote organisational policies and procedures, promoting those specifically applicable to this area of work. 9. To keep up to date, so far as necessary, for the efficient executing of the role, with new legislation, procedures and techniques. 10. To be conversant with and participate in activities and developments at a local, regional, national and international level which are relevant to the post.

		<p>11. To present and promote an appropriate public image in representing the organisation.</p> <p>12. To undertake any other duties as may be reasonably be required to commensurate with the post.</p>
4. General		To, at all times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism.

PERSON SPECIFICATION	DESCRIPTION
1. SKILLS/KNOWLEDGE	
Essential	<ol style="list-style-type: none"> 1. Excellent knowledge of sales processes. 2. Excellent negotiation skills. 3. Industry knowledge. 4. Excellent interpersonal and communication skills. 5. Excellent leadership, motivation and management skills. 6. Solution orientated. 7. High level of understanding of the needs analysis of brands/partners and associated metrics. 8. Ability to prioritise effectively to ensure all targets are met.
2. EXPERIENCE	
Essential	<ol style="list-style-type: none"> 1. Experience of working at a management level in a sales environment. 2. Experience in the sport and event industry. 3. Experience of producing reports and presenting data. 4. Proven track record of high value sales in a pressurised environment. 5. Preparation and delivery of presentations.

This 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.

Safeguarding Statement

Preston North End FC are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. You will be required to provide details of references for the previous five years working history.

General Information

The employee must at all times carry out their duties with due regard to the Preston North End policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Preston North End Football Club is an equal opportunities employer.