



JOB DESCRIPTION			
Job title:	Global Partnerships Associate	Contractual status:	Permanent
Hours of work:	35 hours per week, flexible to suit the needs of the role. You will also be required to work ad hoc match days.	Salary range:	£18,000 - £22,000 plus bonus scheme
Location:	Turf Moor, Harry Potts Way, Burnley, BB10 4BX	Reporting to:	Head of Global Partnerships

Job Summary:

The Global Partnerships Executive will join the Partnerships Team to work primarily on developing partnership opportunities for Burnley Football Club on a national and global scale.

- Partnership sales outreach and increasing partnership roster (primary focus)
- Develop a thorough understanding of commercial opportunities for Burnley Football Club and develop new categories for brand partnerships
- Industry research and benchmarking, desk-based and working with appointed agencies
- Work and plan to deliver targeted sales objectives and maintain a healthy pipeline
- Prepare sales presentations
- Maintain sales team administration documents
- Develop strong relationships with key internal and external stakeholders
- Networking
- Brand activations and strategic planning: creating partnership propositions ahead of sale
- Partnership activation, as and when required

Roles and Responsibilities:

- To drive revenue for Burnley Football Club across key global brand categories
- To maintain a healthy partnership sales pipeline
- To work alongside the Head of Global Partnerships to support the wider team to drive commercial opportunities across all brand sectors
- Keep team administration documents up to date
- Desk-based research on partnership trends
- To work with agencies appointed by Burnley Football Club to report on partnership measurement and evaluation
- To assist with partnership management as and when required
- To work with all key stakeholders internally to sign off partnership rights and activation plans ahead of acquisition
- To manage and develop partnership proposals in line with the Club's international development plan
- To assist with hosting and activating partners on match day
- Understand P&L
- To be able to work flexible and unsociable hours where the role of the job requires.
- To work towards agreed Key Performance Indicators (KPIs).
- Comply with all Club policies.
- Promote the Burnley FC brand and ethos in a professional, strong and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- To understand and implement the Club's Safeguarding policy, procedures and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- A commitment to equality and diversity in the workplace.
- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Demonstrate the Club values at all times.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

PERSON SPECIFICATION – GLOBAL PARTNERSHIPS ASSOCIATE

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree-level education 	<ul style="list-style-type: none"> Degree in a sports or business-related capacity Foreign language qualification or mother tongue Sales training Negotiation training
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Excellent English language skills (verbal and written) Proficiency in Powerpoint, Word, Excel, and Outlook Proven understanding of sports business Strong interpersonal skills Excellent verbal and written communication skills Team player 	<ul style="list-style-type: none"> 3 – 5 years experience in a similar role Experience working within or with a professional sports club Experience holding meetings with C-Suite level executives Account management and / or sales experience or training Proven track record of partnership sales Experience working towards and exceeding sales targets Understanding of brand marketing
PERSONAL QUALITIES	<ul style="list-style-type: none"> Understanding of sports Tenacious problem-solver Conscientious Positive, friendly, and ‘can do’ attitude Confident Creative thinker Ability to plan and regulate workload including the ability to prioritise demands and thrive under pressure Good judgement and knowing when to seek advice or support Time management skills Access to transport for work purposes and to travel to locations throughout the local area Confident and dynamic personality A commitment to the aims, vision and values of Burnley FC. 	<ul style="list-style-type: none"> Passion for football