**LONDON SPORT JOB DESCRIPTION**

**Job Title:** Business Development & Partnerships Manager

**Salary:** £32,000 - £45,904

(It is our policy to appoint at the lowest end of the grade; if candidates are able to evidence a higher current salary within the grade, this may be considered at London Sport’s discretion)

**Contract type:** Initial 9 months Fixed term (Maternity Cover)

**Hours of work:** Full time, 35 hour week and may include some evening times and weekend working as required

**Reporting to:** Commercial Director

## **Purposes of the post:**

To provide the account management function for London Sport’s commercial partners, ensuring that our agreed responsibilities are delivered on time and to budget with the highest level of ‘customer service’ throughout.

To strategically lead London Sport’s consultancy hub; to create a capable, business-minded workforce, show added value and increase unrestricted income from public and private partners.

To champion an innovative approach, ensuring concepts are explored, validated and put into action with relevant partners.

To lead on the innovative approach to funding submissions, working closely with the Strategic Fundraising Lead to develop concepts and programmes that form part of the funding submission, where London Sport is the lead applicant.

## **Main activities and responsibilities**

1. Business development:

* To create and lead on any new initiatives or business solutions that support London Sport objectives and potentially raise additional income into London
* To support the Commercial Director in seeking new commercial partners and producing compelling pitches

1. Account management:

* To manage the accounts of selected corporate partners, to ensure that London Sport delivers on agreed responsibilities on time, to budget and to a high standard
* To engage directly with potential and current partners, to secure investment for various London Sport activities and events.
* To create project plans for selected new programmes, working with all teams at London Sport to ensure that all staff know, and are supported to deliver on, their responsibilities for each programme.
* To ensure that the organisation’s Customer Relationship Management system, as it pertains to the Commercial team, is accurate at all times, producing reports as required

1. Manage the consultancy hub:

* To lead the consultancy arm of London Sport, to ensure the model remains reflective of London Sport’s services and values
* To develop and enhance the consultancy model, overseeing the pricing strategy, staff and associate training, marketing and new business.

1. Lead on innovation:

* To champion an innovative approach across all areas of the business, ensuring that London Sport continue to be a trailblazer, producing new concepts and putting them into action
* To deliver the ‘Big Ideas Group’, ensuring all London Sport staff are engaged in the process and members are encouraged and supported appropriately.
* To lead on developing ideas for potential funding and grant applications for London Sport.
* To support the wider London Sport team, providing input across all teams and sharing expertise and advice

1. To continually seek best practice and strive to identify and implement service improvement.
2. To ensure self-development of competencies, skills and knowledge as required by the role.
3. To deputise for the Commercial Director where necessary.
4. To carry out duties and responsibilities of the post at all times in compliance with London Sport’s policies.
5. To undertake any other duties deemed relevant by the Director of Business Development.

**LONDON SPORT PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Experience of developing partnerships with public, private and third sector organisations and evidence of having secured significant investment from the same.
2. Experience of managing partner accounts, providing a programme management and reporting function.
3. Experience of working with a range of different teams to design and oversee delivery of a programme of work, to include budget and supplier management.
4. Experience of creating and presenting effective pitch documents.
5. Excellent communications and influencing skills, both face to face and through presentations, as well as the ability to upskill colleagues
6. Resilience and determination in seeking new partnerships for London Sport, both financial and non-financial.
7. Excellent organisational skills; the ability to manage multiple projects, prioritise and meet deadlines.
8. Ability to work on own initiative and as part of a team
9. Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.
10. Ability to work under pressure and adopt a flexible approach to working methods.
11. Good working knowledge of IT & Microsoft packages.
12. Ability to demonstrate an understanding of equality, diversity and safeguarding and its practical application.