



Job Description

Job Title	Commercial Account Executive
Department	Commercial
Reports to	Neil Rowe
Location	The Abbey Stadium, Newmarket Road, Cambridge
Salary	£24,480 to £30,600 pro-rata
Hours	32 hours per week
Role Summary	Reporting to the Commercial Manager to raise the profile and generate revenue for the Club. Developing effective relationships with clients and stakeholders, both internally and externally, and consistently portraying a high-quality professional image and experience.
Key Job Outcomes	<ul style="list-style-type: none">• Responsible for the delivery of commercial rights• Day-to-day account management of the Club's commercial partners• Management of partner experiences (Fixture Release Breakfast, x2 Annual Partner Events, x4 Alan Boswell Insurance Breakfast meetings)• Management of matchday preparation (setting up both hospitality rooms)• Matchday hosting including assistance with the catering team• Develop relationships with key internal and external stakeholders as well as senior officials and C-level executives• Maintain knowledge of the latest industry standards and activity• Assisting with delivery of Cambridge United Business Club events• Identify and secure Business Club memberships• Provide weekly updates on commercial partnership management

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.



Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Excellent written and verbal communications skills	✓	
Full driving license	✓	
First Aid Qualification		✓
Good interpersonal skills	✓	
Ability to respond and react to deadlines that arise at short notice	✓	
Attitude/Behaviours		
Takes responsibility for ensuring a high quality of work	✓	
A genuine team player who will support and motivate other members of the team	✓	
Calm and flexible approach	✓	
A willingness to take on and learn new tasks and skills	✓	
Personal Qualities		
Hardworking and enthusiastic	✓	
Good attention to detail	✓	
Loyal and committed	✓	



Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter
Application Closing Date	Monday 1 st May 2023
Interview Date(s)	Thursday 4 th May 2023
Start Date	Monday 12 th June 2023
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010. https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKijc55iuafWzaS_D74SpwW-mI7qBS4mdb6eJBktQ/viewform