



JOB TITLE Business Development and Events Assistant

DEPARTMENT Business Development

RESPONSIBLE TO Business Development Manager

RESPONSIBLE FOR No direct reports

JOB SUMMARY

Support and assist with the effective day-to-day running of the Business Development function by performing a range of administrative tasks and ensuring work is accurate and up to date. Assist the Business Development Manager on new project plans from developing ideas through to delivery of projects.

ROLE RESPONSIBILITIES

- Assist with the planning and delivery of events held at the Stadium;
- Assisting and bringing technical knowledge to conceptualising, researching, and planning new and existing market opportunities with a view to informing the development and implementation of new products and offerings;
- Account management of all Business Club Members;
- Facilitating B2B introductions for Business Club Members;
- Accurately completing project documentation and ensuring appropriate processes are followed;
- Assisting to ensure that all commercial projects are delivered in a consistent manner and according to agreed specifications;
- Liaising with other company departments and taking part in multidisciplinary working groups, ensuring good communication and smooth transfer of information;
- Working as a key member of the Business Development Team;
- Involving all relevant stakeholders in project development and adapting to information and challenged to ensure practical feasibility;
- Develop comprehensive project plans to share with clients as well as other colleagues;
- Work collaboratively with the Business Development Manager and the Marketing department to explore new valuable emerging markets;
- Develop and implement procedures for effective data management;
- Create rules and procedures for data sharing internally and liaise with other departments regularly to ensure these rules are followed;
- Ensure that all projects are delivered on time within scope and within budget;
- Establish and maintain relationships with third parties;
- Maintain full knowledge of all current commercial offerings of the company and opportunities to identify business opportunities;
- Any other reasonable duties.



ROLE REQUIREMENTS

- Perform duties with due regard to club policies and procedures and legislative requirements at all times;
- Ensure implementation of the club's health & safety, safeguarding, welfare and equality policies to create a safe working environment for all;
- Maintain an awareness of data best practice and ensure working practices are appropriate in collaboration with club's legal/compliance/other relevant functions;
- Undertake continuous professional development (CPD) training and/or additional training as identified or as required.

QUALIFICATION & TRAINING

Essential

- GCSE English & Maths at grade C or above;
- Administration qualification or equivalent experience.

Desirable

- Educated to degree level in business or another related field;
- Full UK driving licence.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Minimum of 2 years' experience working in an administration or events role;
- Strong administrative skills;
- Excellent communication, organisation, and planning skills;
- The ability to deliver results in a multi-tasking environment whilst working under pressure;
- A desire to work as part of a team to generate fresh and innovative ideas;
- Ability to manage and prioritise own work load with a proactive approach to responsibilities.

Desirable

- Sales or Project delivery experience;
- Strong networking skills;
- Strong presentation skills.

CRIMINAL RECORD CHECK REQUIREMENT

This role does not require a criminal records check (CRC).

Where a role requires a CRC, this must be obtained by the Club



GENERAL STATEMENT

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

SAFEGUARDING & WELFARE STATEMENT

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at www.nufc.co.uk/UnitedAsOne .