

Job Description

Job Title: Commercial Executive

Reporting To: Commercial Manager

Position Type: Fixed Term Contract until October 2024

Salary: £35- £40k per annum

Location: London W1/Hybrid (3 days in office/2 days WFH – flexible)

About the British Olympic Association and Team GB:

Team GB is the British and Northern Irish Olympic team – one of the nation's most successful teams and one of its favourite brands. Run by the British Olympic Association (BOA), Team GB competes at Olympic and Olympic Winter Games and other events such as the European Games, Youth Olympic Games and European Youth Olympic Festivals.

The BOA is independent and privately funded. Our success is entirely dependent upon the income we receive from our commercial programmes, including but not limited to sponsorship, fundraising, licensing and events.

Team GB is the public-facing brand of the BOA and with over 3.5m followers across its channels has a highly engaged and passionate audience. With the Paris 2024 Olympic Games on the horizon and so close to home, the BOA has set out on an exciting new strategic path to refresh its brand, invest in data and generate new forms of content to grow our audiences and further engage the nation in support of our team and athletes.

Scope:

The Commercial Executive will provide day to day support across the BOA's portfolio of Olympic sponsors with the opportunity to manage several key projects and sponsors in the lead up to and during Paris 2024.

The postholder will need to build relationships with sponsors and their agencies, develop activation ideas and ensure all contractual agreements are delivered.

Alongside this, you will develop strong relationships with internal stakeholders to deliver time sensitive projects and campaigns on behalf of the sponsors.

Key Responsibilities:

- Management of selected domestic BOA partners and delivery of their contractual rights.
- Support the Commercial Managers in the day to day delivery of BOA partner programmes and initiatives, including:
 - End to end delivery of sponsor campaigns
 - Develop upsell opportunities for existing partners
 - Liaise with internal departments on various sponsor campaigns to ensure they align with the BOA brand
 - Ensure all commercial rights are delivered in relation to the sponsor's contract
 - Assist with financial management of BOA partners, including budgeting and invoicing etc
 - Ensure the sponsors represent the BOA and BOA brand correctly in all collateral and communication
 - Provide solid guidance and advice about do's/don'ts with regards to Olympic activation
- Project management of the following key areas across all BOA partners:
 - athlete ambassador appearances, including liaising with athlete agents and/or National Governing Bodies
 - Delivery of committed digital assets (contractual)
 - Approval of sponsor campaign assets via necessary internal channels
 - Delivery of partner VIK allocation
 - Oversee delivery of partner rights and upkeep of partner management process/software
- Act as the commercial lead for a number of business wide projects, including:
 - Annual Team GB Ball
 - Home from Home (sponsor products used during Games Time)
 - BOA athlete opportunities hub

- Provide support to the retail & licensing manager in delivery of rights and assets for key BOA licensee partners
- Provide support on the delivery of the annual BOA Ball and procurement of auction items
- Manage the organisation and coordination of Team GB partner workshops
- Where necessary, provide support across the wider commercial team.

Relationships and Interfaces:

- All BOA Commercial team;
- Other teams within the BOA regarding sponsor operations, including:
 - Marketing and Communications
 - Legal
 - Games Services
 - Athlete Services

Person Specification:

Essential	Desirable
<p>Skills:</p> <ul style="list-style-type: none"> • Core IT skills in Word, Outlook, Excel, PowerPoint • Excellent written and verbal communication skills are essential <p>Knowledge:</p> <ul style="list-style-type: none"> • Client relationship management tools and techniques • Excellent understanding and experience of management of sponsorship contracts <p>Qualifications:</p> <ul style="list-style-type: none"> • Relevant University Qualifications – or equivalent work experience <p>Experience:</p> <ul style="list-style-type: none"> • 3 years Client Management • Sport industry experience • Experience managing events and digital projects preferable <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Ability to work under pressure and adapt to change and uncertainty • Ability to work with a diverse group of stakeholders • Proactive and positive attitude 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working with Olympic sports and National Governing Bodies • Project management experience is advantageous with clear evidence of delivery within structured timescales

How To Apply:

Please submit your CV and a cover letter explaining your suitability for the role to recruitment@teamgb.com with CE22 in the subject field.

- **Closing date – Monday 4th July 2022**

Please submit any questions you have about the role to Recruitment@TeamGB.com and we will get back to you as soon as possible.

We may not be able to respond to all applicants individually. Candidates shortlisted for interview will be contacted no later than 15th July 2022.