

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521/873461) for help.

Closing Date: 8 January 2018

Interviews are planned for: 23 January 2018

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University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Job ref REQ01049

Job Title and Grade:	Business Development Manager - Essex Sport, UECS Band G
Contract:	Permanent, Full-time
Hours:	38 hours per week
Salary:	£32,454 - £36,508 + performance-related 20% salary bonus
Department/Section:	UECS / Essex Sport
Responsible to:	Director of Sport
Reports on a day to day basis to:	Director of Sport
Responsible for:	Administration Supervisor
Purpose of job:	To lead on the generation of business opportunities relating to the hire of sports facilities and sales of memberships.

Duties of the Post:

The main duties of the post will include:

1. Responsibility for maximising sales revenue associated with hire of sports facilities through the development of sales plans, processes and training and management of administration staff.
2. Monitor and evaluate all aspects of sales activity associated with the sports facilities ensuring all stakeholder commitments are upheld.
3. Engage with current partners and customers, and obtain new partners and customers associated with the hire of the sports facilities to ensure required levels of new and repeat bookings.
4. Develop and implement a strategy to engage with potential sponsors and advertisers with whom Essex Sport can develop a mutually beneficial relationship.
5. Attend networking events, exhibitions, and meetings throughout the U.K. and overseas in support of generating new leads for clients and facility bookings.
6. Work closely with the marketing team in generating sales and retention of gym memberships and facility hire bookings.
7. Assist the marketing team in the production of marketing materials and communications in order to support generating and sustaining a fan base for our national league sports teams, with associated revenue from spectator tickets sales, merchandise and secondary spend.
8. Line manage the administration function in support of income generation and customer service targets.

Undertake any other duties that may be assigned by the Director of Sport or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

December 2017

PERSON SPECIFICATION

JOB TITLE: Business Development Manager - Essex Sport

Qualifications /Training

	Essential	Desirable
▪ A relevant degree, preferably at post-graduate level, or a proven track-record of substantial relevant experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Has undertaken specific sales and relationship building and management training or qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Substantial demonstrable experience and a broad knowledge of sales processes and customer service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A successful track record of managing and achieving sales targets in a customer service environment, preferably within the leisure industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A demonstrably large set of contacts amongst National Governing Bodies of Sport and other organisations that stage large sporting competitions and other events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of organising large scale spectator sporting events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of organising large exhibition and conference events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A successful track record of attracting commercial sponsors and corporate partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of line managing and developing staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Can demonstrate the ability to manage a team in a sales and customer service environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Can demonstrate ability to provide operational leadership. Ensures team members understand what is expected of them and distributes work in a fair manner that ensures operational success	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Has an active approach to continuing professional development of self and others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Can demonstrate ability to communicate effectively and appropriately to a wide range of different audiences via report writing, meeting management skills, and oral presentations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Can demonstrate ability to take initiative in solving problems, considering available resources and range of possible solutions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Can demonstrate the ability to design and implement data gathering and analysis methods in order to monitor performance and modify future processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong team player with the ability to build strong relationships through political awareness	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexibility to work occasional evenings and weekends, and to travel to meetings around the U.K. and overseas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

December 2017

University of Essex Campus Services Limited

Additional Information

UECS/Essex Sport

You can find more information about the department at the following link:
<http://www.essex.ac.uk/sport/>

General information

Informal enquiries may be made to Dr Dave Parry, Director of Sport (telephone: 01206 873248 e-mail: dapcoach@essex.ac.uk). However, all applications must be made online.

Benefits

▪ competitive salaries	▪ training and development
▪ childcare facilities/vouchers	▪ generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link
<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Print Essex

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at <http://www.essex.ac.uk/everythingessex/>

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

No Smoking Policy

University of Essex Campus Services Limited has a No Smoking policy.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.