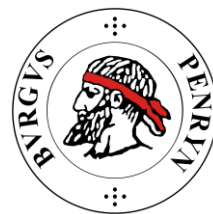


Job Title:	Commercial Manager	Starting date:	December 2019
Location:	PRFC/Homeworking	Travel Required:	Yes
Contact:	Julia Roberts	Date Posted:	September 2019
Hours:	Part time 16-20 hours per week		
Salary:	Commission based + expenses		
Applications Accepted By:			
POST: Hon. Secretary, Penryn RFC The Memorial Ground, Kernick Road Penryn, Cornwall TR10 8NT		EMAIL: penrynrugbyclub@gmail.com	
Job Description			
<p>A rugby club needs a sustainable income to function and thrive. It is the task of the Commercial Manager to promote the club as a business, using its assets to their fullest potential to generate income to protect its future. Working with the Treasurer and Marketing Manager, the Commercial Manager will report to the Main Committee.</p> <p>ROLES & RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Generate income for the club by maximising its assets • Open the club up to the wider community for functions like corporate events and parties • Prepare and manage relevant paperwork, bookings and confirmations • Track income and expenditure and report directly to the Treasurer on a monthly basis. • Liaise with local media and work with in-house lead on social media content • Take a strategic role in looking for new revenue opportunities and sponsorship • Make recommendations for reducing costs and making efficiencies • Manage existing property rentals and sponsorship agreements <p>SCOPE:</p> <p>PRFC has four main areas for consideration.</p> <ul style="list-style-type: none"> • Business income from existing property rentals • Sponsorship for the club • Sporting events • Leisure and entertainment 			

**SKILLS & EXPERIENCE:**

Experience in business, marketing or sales; hospitality, event management or sponsorship
Previous responsibility for budgets
Financially literate
Excellent communicator
Good literacy skills
Resourceful
Self-motivated and able to work independently
Organised and attentive to detail
Flexible

ADDITIONAL NOTES

Much of the staff here at PRFC are volunteers, so the ideal candidate will be willing to work flexibly around the needs of the Committee and their other commitments. Our mission is to work with the local community in a positive way, developing strong working relationships with stakeholders and raise the profile of PRFC in the surrounding area.

PROCESS:

Please send written applications – CV and covering letter – to the contact information above. If you already have an existing relationship to the club, its members or the Committee, please ensure you state that in your application. This role will require working in an environment where the safeguarding of children is paramount, so a full DBS check will be required prior to appointment.

Closing date:	31 st October 2019
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