



SALES AND EVENTS CO-ORDINATOR

DERBYSHIRE COUNTY CRICKET CLUB

We are currently recruiting for a Sales and Events Co-ordinator to join a professional County Cricket Club based in Derby who will be responsible for supporting the conference and events team with the selling, planning, delivery and administration of all our cricket and non-cricket events.

The role is broad and very rewarding and the successful candidate will be involved in every aspect of the business from a customers' initial enquiry through to the post-event review with the customer.

Duties & Responsibilities:

- Process hospitality, conference and events bookings using our in-house CRM system
- Provide details event plans liaising with clients and sales to ensure the information is detailed accurate and conducive to delivering excellent events
- Liaise with the operations team to make sure the events run smoothly by providing accurate information
- Prepare all operational event plans

- Host customer visits and convert customer enquiries into bookings to develop future and repeat business
- Host events and provide official welcome on behalf of the Derbyshire CCC when appropriate
- Assist with general office admin as required providing administrative support for matchday and concert hospitality plus event related administration
- Support the Sales and Events Manager with enquiries and pro-active activities
- Provide a seamless journey for all our guests by building good relationships
- Manage events in our events booking system and pre-ordering systems Ivvy and Creventa
- Ensure all matchday and concert information is created and with the guests in a timely manner
- Communication with guests over the phone and by e-mail
- Flexibility over working hours to meet business need
- Complete any training modules as required by ECB regulations or CPD

Skills, Knowledge & Qualifications:

- Working knowledge of the events industry highly desirable
- Able to develop positive working relationships at all levels and create a positive image
- Ability to communicate clearly and concisely both verbally and in writing
- Previous administration experience
- Strong customer services experience
- Proven written and numeracy skills
- Understanding and experience of diary management
- Experience of management of small projects or events to deadlines
- Ability to priorities tasks and work effectively under pressure

What we can offer you:

- A sales performance bonus
- 25 days paid holiday plus bank holidays
- Free on-site parking
- 2 free tickets to every Derbyshire CCC match
- 40% discount with Samurai on-line purchases

To apply please send your up-to-date CV with a covering letter detailing your suitability for the role to Viv Sheppard, HR and Wellbeing Manager at Derbyshire County Cricket Club via jobs@derbyhireccc.com.

The closing date is 5 August 2022 although applications will be reviewed as they arrive in and it may be closed early.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates, regardless of sex, race, disability, age, religion/belief or marital status.