

Job Description

Business Development Executive - Legacy Program



JOB DESCRIPTION	
Job Title	Business Development Executive – Legacy Program (BDE)
Salary	£27k
Location	Liberty Stadium and Llandarcy Training Facility with regular travel as and when required. (Travel expenses will be reimbursed, access to your own transport is essential)
Hours of work	37 Hours per week
Responsible to	Corporate Brand Director
Contractual Status	<ul style="list-style-type: none">• Full-time• Subject to probationary period and annual appraisal
Role Summary	<p>The BDE will be tasked with the development, coordination, and operational implementation of a brand new and exciting Legacy programme. The aim of the programme is to reconnect with past Ospreys players and staff, building engagement and developing new commercial, community, and marketing opportunities for the regional rugby franchise.</p> <p>They should draw on best practice from outside the organisation to create a culture of continuous improvement and development.</p> <p>The BDE will demonstrate an ability to develop projects from inception, aligning to the strategic direction of the business and its current stage of evolution.</p> <p>The BDE should be at ease in a commercial and fast-moving sports business. They will have to display the right balance between meeting the day-to-day needs of the business with more pro-active, long term requirements.</p> <p>You will have very strong communication and relationship building skills to proactively identifying opportunities.</p> <p>You will have great networking and interpersonal skills and will use these to develop your business relationships and drive forward profitable partnerships for the club.</p> <p>Ultimately, the BDE must be a strong cultural fit, with the ability to work with and between the business of rugby (commercial, operations and corporate activities) and technical aspects of the Franchise. Above all, they will have an intelligent, commercial and pragmatic approach and the ability to communicate and implement practical solutions to ensure that the Legacy programme reaches its potential.</p> <p>To succeed in this role, you should have excellent time management and communication skills, as you will collaborate with colleagues, partners and all stakeholders to deliver results on deadlines.</p> <p>You will be required to work outside of office hours.</p>
Key Relationships	<ul style="list-style-type: none">• Ospreys staff, management, and players

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	<ul style="list-style-type: none"> • Past Players and staff • Commercial Partners • Education providers
Key Responsibilities, Tasks and Activities	<p>Project Development and Delivery</p> <ul style="list-style-type: none"> - Develop a 3 year plan charting project growth with measurable KPI's, timelines and a financial forecast. - Re-engage and create a network of people who have represented the Ospreys in an on or off field capacity since its inception. - Manage new and existing relationships with network members and partner organisations, - Develop and maintain a professional and reputable regional and national network of external providers who can be called on to provide tailored educational content and on-going support to players. - Manage and develop education programmes that support players to undertake some form of meaningful career and education development outside of professional rugby (e.g., work experience, mentoring, externships, educational and vocational study options). - Work closely with Ospreys in the Community to Integrating network members into local community projects. - Work closely with the internal commercial team to identify new partnerships and commercial opportunities. - Ensure the delivery of partnership rights are well managed and delivered to a high standard. - Work closely with Ospreys staff to develop and deliver a best-in-class customer matchday experience for network members and their families. - Support business development opportunities, including cross department opportunities. - Operate within departmental budgets and personal authorisation limits always securing maximum value for money in the most cost-effective manner. - Become a brand ambassador and reflect Ospreys values with all operational and strategic matters. - Work closely with the WRPA to provide a platform for current players to transition into post career opportunities. - With the support from Ospreys staff manage the Legacy programmes operational and administrative duties, covering at least the following tasks: <ul style="list-style-type: none"> • Collection and entry of individuals information into a designated database • Preparation of program planning and reporting documentation • Planning and running of events and workshops

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	Communication <ul style="list-style-type: none"> - Work closely with the Marketing's and Communications team to create and circulate communications to ensure the relevant stakeholders and network members are kept updated on education, business, and community opportunities. - Establish a regular cycle of communication with network members and other key stakeholders. - Market the project to attract new network members and grow the reputation of the program and the regional rugby franchise. - Help prepare material for and support the organisation corporate events. - Undertake other duties or project work as determined by your line manager.
Continued Professional Development	<ul style="list-style-type: none"> • Ospreys are committed to providing CPD for the post holder. • We expect the post holder to undertake available training courses and research to enhance personal knowledge, skills and experience

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Experience	Essential <ul style="list-style-type: none"> • You will have extensive networking experience, with a track record of developing business relationships and partnerships. • Planning and reporting against business performance indicators. • Experience in business development within sport • Ability to develop a project from inception through to successful implementation with annual growth. • Ability to source new opportunities and integrate into project delivery. • Presenting to large groups of people. Desirable <ul style="list-style-type: none"> • Experience of working with elite sports people. • Understanding and examples of working on projects linked to careers after sport. • Working with the account management teams to ensure the expectations of the commercial partners are met and exceeded.
Skills & Qualifications	<ul style="list-style-type: none"> • Good general education, with degree level education desirable. • Welsh Language desirable • Solid organisational skills, including multi-tasking and time-management. • Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint • Excellent written and verbal communication skills are essential. • Numerically literate, comfortable working with numbers, making sense of metrics and processing figures with spreadsheets.
Key Competencies	<ul style="list-style-type: none"> • Must be positive, driven and forward thinking in approach. • Ability to work in a team but has confidence to follow own intuition and

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	<p>initiative where appropriate.</p> <ul style="list-style-type: none"> • Ability to meet deadlines. • Attention to detail. • Excellent interpersonal skills • Excellent writing skills • Ability to respond creatively and professionally when under pressure. • High energy, resilient, committed, and ambitious individual with a desire to succeed and consistently deliver. • Committed to success and the sports industry with a desire to contribute to a high performing environment.

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.