

Job Description

Partner Relationship Manager



JOB DESCRIPTION	
Job Title	Partner Relationship Manager
Base Location	Swansea
Hours of work	37.5 per week
Responsible to	Commercial Director
Contractual Status	Permanent
Role Summary	Working closely with the wider commercial team, responsible for building and maintaining relationships with partners ensuring effective rights delivery and excellent service to all Ospreys commercial partners
Key Relationships	<ul style="list-style-type: none"> • Commercial Partners • Key internal and external stakeholders including: <ul style="list-style-type: none"> ○ Finance ○ Marketing ○ Operations
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Day to day account management of commercial partners • Creation and embedding of the shared values model process with all partners • Creating partner contracts • Visible on matchdays • Managing quarterly business reviews with all partners • Working with wider team to develop marketing and activation plans • Management and delivery of all commercial rights and work hand in hand with the delivery of URC rights • Ensuring delivery of matchday assets and obligations • Agency management as required • Creation and presentation of reports including those which demonstrate ROI to partners • Maintaining and ensuring accuracy of customer database in conjunction with the CRM system • Supplying appropriate data and insight to support the creation of business development case studies

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • Experience of sponsor/ partner management in sport, music, FMCG or media sectors • Able to demonstrate a track record of effective partner account management • Experience of working with discretion in a professional environment
Skills & Qualifications	<ul style="list-style-type: none"> • Proficient in Microsoft Office products • Excellent communication skills • Commercial focus • Organisation and planning • Problem solving • Strong self-awareness