

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	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 ○ Rugby Department
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Day to day account management of allocated commercial partners • Creation and embedding of the shared values model process with all allocated partners • Managing quarterly business reviews with all allocated partners • Working with wider team to develop marketing and activation plans • Management and delivery of all commercial rights and support the delivery of URC and EPCR rights. • 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 • Contract preparation for partners, signing, document management/storage • Creating local partner networking opportunities and relationships/account management • Creation of sales pitch decks for local partners • Managing local partner renewals • Creating and selling match by match, bespoke and season long hospitality packages • Managing and resolving partner requests, queries and issues • Co ordinating delivery of contractual assets and obligations including notifying partner • Preparing for and holding quarterly, half yearly and end of season business reviews with allocated partners • Creating and managing a seasonal calendar of activations with each allocated partner

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	<ul style="list-style-type: none"> • Align with marketing and media teams on seasonal calendar of activations for each allocated partner • Ospreys Business Club Schedule and Event Management

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