

JOB DESCRIPTION: Commercial Projects Manager

Department	Commercial & Events
Location	Office based (Bicester) with some event travel
Hours of Work	Full time, 9AM – 5:30PM, with flexibility required
Manager	Commercial Director
Grade	D
Direct Reports	n/a

Do you want to help deliver a bold new vision for UK motorsport?

An exciting opportunity has arisen for a **Commercial Projects Manager** to join the national governing body, Motorsport UK, developing new products, services and commercial partners for the organisation. Motorsport UK represents over 60,000 competitors and volunteers and over 720 clubs at the heart of motorsport. Under the leadership of the Chairman, David Richards CBE, we are investing in an exciting period of change to drive growth and create a sustainable future for motorsport in the UK.

Role Purpose

Central to this role is your ability to apply your commercial flair and conceive all new products, services and partners across the organisation to the benefit of our membership.

Your responsibilities as Commercial Projects Manager will include:

- Conceiving, developing and commercialising new products and services for our 60k+ membership
- Business Planning – working on early stage business planning for prospective new commercial projects and events
- Generating insight from data that informs new product and services
- Member Benefits Partnerships – day to day account management of our Member Benefit Partnership portfolio to ensure that all agreed rights are delivered
- Commission based partnerships – developing, managing and curating new commission based member benefits generating tangible repeat revenue
- *Revolution* Classifieds – Creating and commercialising a classifieds section in Motorsport UK's monthly membership magazine, *Revolution*
- Merchandise – Creating and managing an e-commerce platform to sell through Motorsport UK consumer merchandise
- Vehicle Classifieds – Developing and commercialising a project for the sale of motorsport vehicles
- Motorsport UK Yearbook – advertising and directory sales and management
- Sim Racing and Esports – Commercialisation of virtual racing and rallying

Person Profile

A background in developing new products, services, commercial portfolios and partnerships and delivering sustained business growth is going to be crucial in delivering the role.

You will likely have performed a similar role with a membership agency or organisation.

You will be a self-starter, capable of working autonomously.

You will be equally at home conceiving and developing plans for products and services as all-new events to commercialise and getting your sleeves rolled up, attending events and being a face of the organisation while delivering on the ground.

You are highly organised and capable of managing a broad and ambitious workload and prioritising accordingly.

You will be highly adept with both PowerPoint and Excel, and conversant with a wide range of project tools from Microsoft suite, Adobe products, Sharepoint, OneDrive etc.

You will understand the importance of working collaboratively with partners to deliver projects.

We operate in a fast-moving world and you will be expected to keep abreast of the environment, thinking on your feet, and applying yourself accordingly.

Terms

Working hours are typically 37.5 hours a week, however the workload is significant, and we require commitment and flexibility in order to achieve our company objectives, usually with some flexibility around start and finish times. You'll likely have to work extra hours when deadlines are approaching, including working into late to get a job finished to everyone's satisfaction. Our sport happens at weekends and you must be fully committed to travel and support as required throughout the year.

Knowledge and Skills

- an understanding and appreciation of motorsport on many different levels
- a commitment to getting out and about at a number of UK motorsport events
- passion and enthusiasm for delivering high quality work
- a flexible approach when working as an important part of a team
- excellent communication skills to interpret and negotiate a good deal
- ability to brief marketing and communications projects to the internal marcoms team
- a confident and effective communicator of your ideas with good presentation skills and the confidence to explain and sell ideas, while overcoming objections
- time management skills and the ability to cope with several projects at a time
- accuracy and attention to detail when finalising work
- advanced excel skills to generate meaningful insight on which to develop business cases
- being open to feedback and willing to make changes to your work
- effective networking skills to build contacts
- a thirst for knowledge and commitment to continuous improvement
- a flexible, responsive and can-do attitude