



EMD UK are recruiting!

Who are EMD UK?

As the national governing body for group exercise, EMD UK is the go to organisation for participants, teachers, organisations and the media for expert advice about trends and opportunities across the sector. We are an insight driven organisation that operates the largest database of group exercise classes in the UK to connect participants with thousands of instructors offering classes in their local area. To facilitate the continued growth of the sector we provide quality training and development as well as ongoing help and advice to instructors, supporting them at every stage of their career. We also work in partnership with organisations to endorse and develop all forms and styles of group exercise, including start up support for new fitness brands and concepts trying to enter the market. We work proactively to bring all aspects of the industry together to achieve our vision of 'a healthier nation through exercise'.

Business Development Executive (Sales & Events)

We are looking for a dynamic, customer focussed, sales professional to join the EMD UK team. The ideal candidate will have experience in a sales or key account management role and a sound understanding of the fitness sector. You will play a central role in engaging, supporting and retaining member organisations as well as attending industry events to raise the profile of EMD UK.

This is a temporary contract for an initial period of 9 months.

Salary: £18,700-£27,500 per annum (depending on skills and experience)

To apply please email **a supporting document detailing how you meet each of the criteria in the person specification, accompanied by your CV**. Please include details of two references (e.g. current & previous employer, college tutor, mentor etc.). Referees will **not** be contacted before a verbal offer of employment is made. Please **do not** just send your CV or a generic application.

Closing date for applications: Thursday 5th October 2017 at 5pm

Please email your application to Head of Sales & Marketing, Louise Jones, louise@emduk.org

Interviews will be held in Horsham, West Sussex, week commencing 9th October 2017

Job Description

Title	Business Development Executive (Sales & Events)
Reports to	Head of Sales & Marketing
Location	Based at EMD UK Head Office, Horsham
Contractual Status	Temporary, full time (40 hours a week). Initial period of 9 months.
Salary Band	Band 2 £18,700-£27,500 per annum
Job purpose	<ol style="list-style-type: none"> 1. To maximise sales and retention of EMD UK products and services via positive relationships with key organisations and contacts 2. To raise the profile of EMD UK via attendance at relevant industry and trade events
Key Tasks and Responsibilities	<ul style="list-style-type: none"> • Responsible for managing an agreed number of key account relationships • To actively promote the products and services of EMD UK and maximise all sales opportunities • To have an in-depth knowledge and understanding of all EMD UK products and services • To acquire a thorough understanding of member organisations needs and requirements and provide the necessary support and guidance. to meet these. • To sign up new member organisations and ensure the satisfaction and retention of existing members • To meet key sales and performance targets • To identify appropriate industry events to promote EMD UK and to attend relevant events along with the wider EMD UK team • To contribute to the development and implementation of sales and retention strategies and processes • To contribute to the overall commercial objectives of EMD UK with new ideas, opportunities and innovations • To contribute to accurate and timely collection of relevant data and its input into reporting systems • To complete any relevant administration tasks as needed • To attend appropriate meetings on behalf of EMD UK • To support and develop any relevant projects as required

	<ul style="list-style-type: none"> Any other relevant task commensurate with the level of the role and as requested by your line manager or Chief Executive.
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Person Specification

	Essential	Desirable
Educated to degree level in a relevant subject		√
Educated to at least Level 2 (5 GCSEs) or equivalent	√	
Experience of Key Account Management	√	
Experience of working in a sales-orientated environment and achieving targets	√	
Experience of working or volunteering in the sports, fitness, physical activity or dance sectors	√	
Experience of working or volunteering for a national governing body or similar organisation		√
Experience of project/programme/event administration		√
Understanding of Sport England's current strategy and priorities		√
Understanding of the sports, fitness and physical activity sectors and the key partners in each sector	√	
Understanding of Safeguarding regulation and procedures		√
Excellent communication and interpersonal skills	√	
Excellent organisation and time management skills	√	
Ability to meet deadlines and work under pressure	√	
Ability to work as part of a team	√	
Ability to be flexible, adaptable and follow procedure	√	
Ability to make decisions and use initiative	√	
Ability to effectively communicate with a variety of partners in a variety of different contexts	√	
Ability and willingness to travel throughout UK and the work evenings and weekends as required	√	
Competent in the use of basic IT systems, website admin & social media	√	
Live in a commutable distance of Horsham or be willing to relocate	√	

This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.

