**Brighton Racecourse**

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| **Position:** | Sales Coordinator |
| **Reporting to:** | Executive Director / Financial Controller |
| **Responsible for:** | N/A |
| **Contract type:** | Permanent |
| **Hours of work:** | 20 |

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**About the role**

This is a results driven role with responsibility for personal sales activity and delivery of individual KPI’s and revenue targets, actively promoting, marketing and communicating the racecourse to deliver the KPI’s set by your manager.

**Key responsibilities for the role will include**

* Race day sales – to work in conjunction with hub & to upsell packages and sponsorship
* To proactively sell sponsorship & hoardings.
* To proactively sell non race day (EVH) business
* To assist the business manager with client show rounds & event coordination.
* To effectively represent Brighton Racecourse at trade stands, exhibitions and networking events.
* To proactively sell future race days to restaurant & hospitality guest on race days.

**Key Performance Indicators:**

1. *To work alongside the team to achieve all budgeted sales targets.*
2. *To collect customer feedback on service delivery.*
3. *Effective undertaking of key duties*

**Other**

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

* Standards and procedures of correct working practices
* The completion of risk assessments
* COSHH regulations
* Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

* product control and waste minimisation
* proper care and maintenance of equipment to prolong its life
* using towels in appropriate quantity to minimise unnecessary laundering
* proper separation and disposal of cardboard, paper and glass in recycling bins
* minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee………………………………………………… Date…………………………………………….

Signed by Line Manager…………………………………………… Date…………………………………………….