

General / Business Manager

Job Summary:

The role of the Business Manager is to manage the general commercial and administration activities across the racecourse business. They coordinate the provision of commercial racing and non-racing activities ensuring smooth communication, transmission of information and final delivery to the client or customer. They work closely with the Executive Director, General Manager and other business teams including sales to drive and meet business objectives.

Main Duties:

- Drive Sponsorship and Hospitality Sales
- Manage the Business Team and act as on-site coordinator for delivery of all hospitality functions
- Represent and promote the business professionally locally, regionally and nationally
- Handle client accounts liaising with finance teams to ensure accurate pricing and invoicing
- Manage and support the work of others and business projects as required

Competencies (Behavioural):

- People orientated with a good team work ethic able to build trust and engender respect
- Positive, friendly and customer focussed with excellent communication skills
- Highly motivated, organised, hardworking individual able to work on own initiative and on multiple projects in a multi-stakeholder environment
- Integrity, honesty, a strong work ethic and effective time management.

Core Skills:

- Business acumen
- Self-starting and tenacious
- Can-do attitude
- Numerate
- Effective task management and attention to detail
- Confident, respectful and positive
- Able to build effective relationships
- Communicate effectively
- Contribute to an inclusive work-based culture, upholding organisation Values and Code of Conduct
- Knowledge of the structure of the British Horseracing Industry, Rules, Regulations, Guidelines and Stakeholders
- Safe and efficient work practices
- Technically competent user of technology including MS Office
- Sound and up to date awareness of priorities, aims, values, standards and operations
- Health & Safety Legislation, policy and practice.



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Education:

A-Level or equivalent standard of Higher Education with business qualifications

Experience:

Business or Commercial Management

Availability:

Full-time or Part-time roles – may be combined with other roles including Racecourse Manager
Employed Status

Working Conditions:

- Dependent upon racecourse / company, extensive travel regionally and nationally as required
- Working time includes preparation, travel and attendance at race meetings on weekdays, evenings, weekends and bank holidays
- Collaborative environment with mentoring and support from experienced colleagues through training
- Significant opportunities for continued professional development and growth

Pay and Benefits:

- Salary based on experience and level of responsibility
- Employed: Pension scheme, Holiday Pay, Life and Sickness Cover



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