**Job Description – Group Sales Director**

**Reports to:**

CEO

**Direct Reports:**

* Head of Global Account Management
* Head of Global Sales
* Account Director
* Account Manager
* Business Development Manager

**Role Purpose**

You are responsible for all account management and sales divisions within the veSpace group of companies to include managing Account Directors and Business Development Managers. And are expected to build, maintain, and develop long-term relationships with key client stakeholders.

Continuously seeking and maximising engagement and revenue opportunities whilst looking to achieve ongoing revenue, margin and qualitative objectives to complement the overall growth strategy of the business.

A mix of account management and business development – with challenging sales revenue and margin targets to be achieved.

To be part of the SET (Senior Executive Team) and to contribute to all departments with the growth and success of the business in mind.

To live and breathe our values, ensuring they are at the heart of all business relationships and decisions.

**Key Role Responsibilities**

* To monitor forecasting and budgets and overheads on a monthly basis.
* To assist the company in achieving the agreed EBITDA figure each year.
* Management of Procurement relationships providing insightful reviews, which lead to business suggestions and changes that benefit the client and us.
* To host / join monthly calls and quarterly review meetings with key Clients – and ensuring that supporting decks are prepared to a high standard.
* To engage with all key stakeholders and bookers and ensure maximum penetration across your client base.
* Create Client Account Plans and update them monthly.
* Database CRM ownership and management, including pipeline management.
* To understand and demonstrate the in-house booking system/client portal.
* To attend monthly board meetings and prepare and submit a report.
* To attend and proactively contribute to monthly SET meetings.
* To be an escalation point within the business as required.
* To attend site inspections with Clients.
* Organising and attending client events for your key stakeholders - creative customer networking.
* To organise and attend KIT (Keeping In Touch) Days.
* To organise and attend Account Presentations to internal stakeholders.
* Assisting with marketing campaigns as and when required.
* To actively post and share on company social media platforms.
* To contribute and deliver a presentation at the annual company conference and supplier day.
* To complete monthly forecasting
* To be a best-in-class manager for the Account Directors and sales team, ensuring excellent communication with:
  + Bi - weekly 1-1’s
  + Weekly Sales meetings
  + Quarterly objective reviews
  + Annual appraisal

**Required Competencies**

* **Leadership Skills -** The ability to be a role-model for the team and lead a team to positive actions and outcomes, whatever is placed in your way
* **Management Skills -** The ability to manage a team’s workload, finding positive solutions and showing care and compassion to the team at all times
* **Integrity-** Delivering on your promises and being trustworthy
* **Enthusiasm -** Being passionate about what you do and sharing this with your team, co-workers and clients
* **Accountability -** Being accountable for one’s own actions; taking ownership of work
* **Attention to detail -** The ability to process detailed information effectively and consistently
* **Initiative -** The ability to recognise and create opportunities and to act accordingly rather than waiting passively for it to happen
* **Learning ability -** The ability to absorb new information readily and to put it into practice effectively
* **Negotiating -** The ability to obtain maximum results
* **Planning & Organising -** The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals
* **Verbal & Written skills-** The ability to communicate clearly in verbal or written language
* **Stress Management-** The ability to perform under pressure and in adversity whilst maintaining an enthusiastic, positive outlook and attitude

**Experience**

* At last 3 years’ experience at a director level.
* At least 5 Years experience in sales, account management or business development.
* Significant blue chip account portfolio across event management.
* Revenue target ownership & accountability
* Experience in managing a portfolio above £20m.

**Skills & Qualifications**

* Graduate-level education preferred.
* Be able to prioritise your work, have excellent organisational skills and a real eye for detail.
* Be passionate in your approach, committed, hardworking and a real team player.
* Be a fast learner and creative thinker and are able to think outside of the box.
* Be flexible in changing working demands.
* Be able to work to strict and tight deadlines.
* Be a good decision-maker and exercise appropriate judgment.
* Strong intellectual ability & good analytical skills.
* Have excellent written and verbal communication.
* Are able to work on your initiative and part of the broader team.
* IT literate with a particular focus on Excel and PowerPoint and experience of working with CRM systems.
* Social media and digital savvy.
* Team management experience or successful mentoring

**Work Hours and Benefits**

* Work Hours: Monday to Friday, 9:00 AM – 5:30 PM. Please note this role requires travel, which may incorporate an earlier start or a later finish. Please also note client hosting is a necessary part of the role, which sits out of office hours
* Holiday Entitlement: [Insert # of days]

**Other Benefits:**

* [Company car or car allowance
* Company laptop and mobile phone
* Annual financial bonus
* Long Service Recognition Scheme
* Monthly and Annual Employee Awards
* Flexible Holiday Purchase Scheme
* Death in Service Life Insurance
* Access to travel and hospitality discounts
* Cycle to Work Scheme

**Our Company Values**

Elegant | Together | Innovative | Real | Focused

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**