

OXFORD UNITED FOOTBALL CLUB

COMMERCIAL EXECUTIVE

JOB SPECIFICATION



Position: Commercial Executive

Term: 12-Month Fixed-Term Contract

Hours of Work: 9:00am – 5:00pm Mon – Fri + Home Matchdays

Department: Sponsorship, Hospitality, & Events

Location: Oxford, UK

Reports To: Head of Revenue

JOB OVERVIEW

Oxford United Football Club are looking for an ambitious, proactive Commercial Executive to join our dynamic team. This is an exciting opportunity to play a key role in supporting the sales and administration of seasonal and matchday products, matchday sponsorships, and events.

KEY RESPONSIBILITIES

- Meet and exceed targets as set by the Head of Revenue
- Follow up on leads and inbound enquiries
- Manage new and existing customer accounts
- Drive awareness of Oxford United commercial products including but not limited to seasonal and matchday hospitality, matchday and player sponsorships, and events
- Provide reports for the Head of Revenue on revenue and activities
- Represent Oxford United at external and networking events
- Contribute to sales meetings when required
- Undertake an active role on matchday and at commercial events
- Any other reasonable duties and responsibilities which your line manager or another senior manager at the club asks you to perform

CANDIDATE PROFILE

We're looking for someone who:

- Understands a sales/target driven environment
- Thrives in a fast-paced business with multiple priorities
- Is passionate about sport and rapport building, with a willingness to learn
- Excellent communication and relationship-building skills

ELIGIBILITY CRITERIA

To be eligible to apply for this role you must:

- Be at least 18 years of age
- Be pro-active and have an outgoing personality
- Work as part of a team
- Committed to attending every home game
- Committed to safe working practice and to undertaking training appropriate for the role
- Willing to undertake a disclosure and barring service check (DBS)

QUALIFICATIONS/SKILL REQUIREMENTS

Essential:

- Strong written and verbal communication skills.
- Self-motivated, process driven with good attention to detail.
- Ability to work independently and as part of a team.
- Enthusiastic individual with a passion for sports business.
- Competent in Microsoft Office.
- Keen interest in hospitality, events, and sales.

EQUALITY, DIVERSITY AND INCLUSION

Oxford United are committed to equality, diversity, and inclusion, and believes in equal opportunities for all. We expect that all staff, volunteers, and others associated with the Club share and endorse this commitment in a positive manner. The Club does not tolerate any form of direct or indirect discrimination, victimisation, or harassment. Your behaviour must align to the principles of equality as outlined in the Club's equality policy which can be found at [equality-and-diversity-at-oufc.pdf](#).