Partnership Management Executive

Can you help Drive Golf Further?

Reporting to: Partnership Manager

Role Type: Full-Time, Permanent role.

Based at: Wentworth (2-days a week)

Department: Partnership Management

The European Tour

The European Tour is 'Driving Golf Further' through our guiding principles of being innovative, inclusive, and global.

We are driving innovation in golf through the creation of award-winning content, pioneering tournament formats and the use of the latest technology and fan engagement. We are committed to engaging new audiences whilst respecting the tradition of our sport.

We are committed to include all who share a love for the game of golf. We are passionate about a closer collaboration with the women's game, disability golf and promoting the health benefits of playing golf.

Since the European Tour was formed in 1972, players from 36 different countries have won tournaments, while our live broadcast reaches more than 490 million homes in more than 150 countries every week, generating in excess of 2,200 global broadcast hours for each event.

Role Summary

The Partnership Executive will assist the team in the management and delivery of our corporate programs. The role will report to a Partnership Manager and will need to work collaboratively with other departments including Marketing, Digital, Strategy and the Championship Management team building strong relationships with both internal and external stakeholder
We are looking for a self-starter who is comfortable juggling multiple work streams and work on a number of different sponsor accounts/events. Someone who can build strong relationships with both internal and external stakeholders and is keen to learn.

The role will require travel both within the UK and internationally (although may be limited during current restrictions) and will involve extended hours from time to time.

We are partnered with a number of world-renowned brands such as BMW, Callaway, DP World, Emirates, Rolex, Workday and Zoom.

Key Responsibilities

- Supports the delivery on all allocated sponsor accounts across the business, from assisting on planning through to delivery for Ryder Cup, Rolex Series, Tour and Tournaments

- Working across multiple accounts to ensure delivery of contractual rights and benefits across all areas of the business
- Specific workstreams that impact on the wider Partnership Management scope
- Day-to-day communication with sponsors and relevant internal stakeholders
- Support for the wider Partnership Management team including contact reports, pre-event materials, reporting and approvals
- Prioritisation of projects which may involve working to tight deadlines
- Creation of accurate and concise documents and comms
- Invoicing and other financial processes
- Provide support pre, post and on event to the Partnership Management tournament lead and the wider Championship Management Team.

Knowledge, Skills & Experience

- Able to juggle multiple projects whilst maintaining a high attention to detail
- Clear and concise written & verbal communication skills
- Confident, professional manner when liaising with clients and partners
- Ability to take the initiative and work independently
- Team player
- Confident in the use of Word, Excel and PowerPoint
- Interest in sports marketing/partnership management/sponsorship
- Interest and/or experience in golf desired but not a prerequisite.

You'll Receive

- Competitive Salary
- 25 days holiday (pro-rated for fixed term or part time)
- 10% Employer Pension (after 3 months service)
- Travel Insurance
- Life Assurance
- Permanent Health Insurance
- Potential for bonus eligibility.

The European Tour especially welcomes applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities. We are working hard to increase diversity within our organisation, as we know that improved diversity will lead to greater things and help drive golf further.

The European Tour promote diversity, equality, and inclusion. We ensure that we make employment decisions by matching our business needs with skills and experience of candidates, regardless of age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.