



T H E V E N U E S C O L L E C T I O N

**Business Development Manager
The Venues Collection
Role Profile and Job Description**



Job Title	Business Development Manager
Responsible to	Sales Director
Responsible for	
Location	Mobile worker
Sector	The Venues Collection
Hay Grade/Work Level	D

Overall Purpose of the Role

- Support The Venues Collection business by achievement of agreed targets.
- Account Manage a portfolio of national corporate accounts – some may be managed via third parties
- To source and grow training and 24 hour conference business, as a priority, through your account portfolio
- Source and deliver new business
- Work alongside Sales Director to deliver TVC marketing communications plan to your customer base.
- Deliver a new business revenue target.
- Achieve target for sponsored venue plan.
- Work and develop relationships with charities and associations within your allocated geographic area to drive revenue into the collection.

Key Accountabilities

The Venues Collection	Measures
Develop Account relationships from a given account portfolio of clients, ensuring profitable revenue growth levels year on year.	Annual Revenue targets and tracking.
Identify and develop New C&E business into the collection	Annual Revenue Target for new business.
Support your sponsored venue as agreed with sales activity and revenue generation	Sponsored Venue revenue target
Contribute to the delivery of the collection sales strategy.	Monthly reviews with sales director
Key Account sales reporting to the agreed process and standard	Use of CRM system to agreed standard
Undertake business reviews as and when agreed with corporate accounts to review market share, management information, action plans and joint client activities.	Account Plans and communication plan



Assist in promoting and increasing revenue through the LVP central sales team

Organise and attend a number of agreed corporate familiarization visits to create awareness of the collection.

Liaise and network with sales director and Key accounts team at LVP to increase current market share from the preferred partnership programs if applicable

Working Account Plans are in place for all accounts

Ensure annual sales targets & KPI's are achieved

Responsible for Marketing budget for Corporate Accounts

Responsibility of personal expenses budget

To deal professionally with any customer complaints from corporate clients.

Research and develop relationships with Charities and Associations within your region to drive revenue into the collection.

Communication - Ensure all relevant venues are aware of relevant account activity and carry out actions accordingly in line with any account development plans

LVP Gratis reports

Marketing and Communications Calendar

RFP opportunity/ Venue Program acceptance / Terms and conditions agreements.

Account Plans

In line with target

In line with target

Feedback and account growth

Achievement of Target

Feedback from venues

Person Specification

- ✓ Enthusiastic, motivational, someone who strives for excellence
- ✓ Someone who takes the initiative and drives for results
- ✓ Has a recognized and verified list of key customer contacts
- ✓ Sets high personal performance standards
- ✓ Organized, able to make robust judgments and prioritise
- ✓ Honest, transparent and consistent
- ✓ Gain and hold the respect of others



THE VENUES COLLECTION
space to meet, space to sleep, space to celebrate

- ✓ Have a flexible approach with a “can do” attitude
- ✓ A good track record of driving world class performance
- ✓ Strong commercial experience
- ✓ Ability to monitor and challenge the use of processes
- ✓ Excellent communication and relationship building skills
- ✓ Be passionate about food, beverage and service

Key Relationships

- Sales Director
- TVC research team
- TVC Leadership team
- TVC Marketing team
- General Managers
- Sales Office management
- Sales teams in venues
- Venue teams
- Customers
- LVP group sales team
- LVP central sales team

The Venues Collection - one group, eight venues, 220 meeting & training rooms and 1,323 bedrooms, located across the UK. Offering an array of flexible contemporary and historic meetings space, perfect for business events, our properties are easily accessible to motorways yet remain close to the city centre.

When business turns to leisure, we also cater for every memorable moment from christenings to birthdays, engagement parties to weddings, anniversaries to celebrations of life.

Whatever the reason for your visit, our welcoming and efficient staff are dedicated to ensuring that your visit is smooth flowing, stress-free and successful.

The Venues Collection – space to meet, space to sleep, space to celebrate
www.thevenuescollection.co.uk

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Nottingham • Oxford • Stratford-upon-Avon • Swindon