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## Event & Hospitality Sales Executive

Northamptonshire County Cricket Club have an exciting opportunity for an Event & Hospitality Sales Executive to join the Commercial team. In this role, you will be responsible for generating new business, managing client relationships, and selling event and cricket hospitality packages. You will play a key role in driving revenue while engaging the local business community and delivering memorable experiences for our clients.

Client relationships will be key to succeeding in this role. You will be responsible for managing enquiries and leads promptly and professionally, taking the time to understand each client's needs to maximise the potential of every booking and event hosted at the venue.

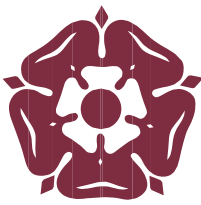
This role is a predominantly reactive sales role.

### MAIN DUTIES AND RESPONSIBILITIES

#### You will;

- Deliver a high standard of customer service at all times; in-person, email and telephone.
- Supporting line manager with all event enquiries and responding promptly
- Presenting the club facilities for guests in a confident and effective manner
- Achieve agreed sales targets as agreed with Manager
- Ensure that all client requests for services are communicated efficiently and accurately to operational departments within NCCC
- Responsible for the smooth administration of all bookings
- Work with Manager to identify sales and event opportunities, converting them to confirmed bookings
- Updating of our conference & events CRM/booking system, ensuring all information is kept current and accurate
- Undertake any other roles within the commercial team as required by your manager
- Produce event BEO sheets and work with the operations team to ensure clear handovers and event delivery
- Support the wider commercial/ticketing team at key points throughout the calendar
- Be the first point of contact and welcome bookers to their events, ensuring client relationships are built and maintained through good customer service.





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## KNOWLEDGE SKILLS AND EXPERIENCE

### You will possess;

- Previous experience in sales, events, hospitality, or venue sales preferred
- Proven ability to meet or exceed sales targets
- Strong communication, negotiation, and relationship-building skills
- Excellent organisational and time management abilities
- Confident presenting to clients and conducting venue tours
- Ability to work both independently and as part of a team
- Proficient in Microsoft Office and CRM systems

## ROLE INFORMATION

Job Type: Permanent, 40 hours per week

Salary: Competitive, dependent on experience

Reporting to: Chief Operating Officer

This role does have a requirement to work major Matchdays, this can include evenings and weekends.

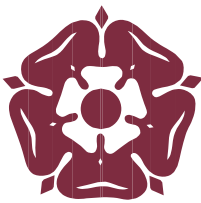
### Safeguarding Statement

- Northamptonshire County Cricket Club is committed to safeguarding and protecting the children and young people we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

### Who we are

- Northamptonshire County Cricket Club (NCCC) serves as a first-class cricketing hub for the East of England, providing a pathway to elite cricket while inspiring new generations of fans, players, officials, and volunteers. To inspire Northamptonshire and its regional partners through cricket, as one winning team, a welcoming culture and a united cricketing community. Our mission is to:
- 'To inspire Northamptonshire and its regional partners through cricket, as one winning team, a welcoming culture and a united cricketing community.'





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## **Our Values**

- **One Team** – Shared direction and ambition, celebrating success together.
- **Determined** – Focused, brave and resilient, always improving.
- **Inspirational** – Inspire and uplift our communities through the things we do.
- **Inclusive** – Everyone we connect with is welcome, safe and valued.
- **Impactful** – Make positive difference through the power of cricket.
- **Growing** - Committed to sustainably growing our audiences, club and impact.

NCCC welcomes applications from all suitably qualified persons regardless of Age, Sex, Race, Disability, Pregnancy, Marital/ Civil Partnership status, Sexual orientation, Gender reassignment or religious background.

Closing Date: Friday 17<sup>th</sup> April 2026

NCCC are inviting interested applicants to please email your CV and covering letter to [hr@nccc.co.uk](mailto:hr@nccc.co.uk) by the closing date.

