



COMMERCIAL MANAGER

The Position

The Commercial Manager is responsible for managing and growing the generation of non-fee income to support the Group's overall vision and financial sustainability.

Commercial activities will include the management of external lettings, events, and any external partnerships that bring in revenue through Glenalmond College Enterprises (the College's subsidiary trading company)

Responsible to: Director of Operations

Line reports: Commercial admin resource (where required) and any seasonal staff employed to support the delivery of commercial business.

Duties and Responsibilities

- Develop an integrated commercial strategy for the College and School's respective assets and commercial operations to grow business in both domestic and foreign markets. This includes maximising the use of the following by creating a year-round program and calendar of activity for all facilities, particularly those that are available for use 365 days a year.
 - boarding facilities
 - sports facilities
 - other aspects of the estate
- Understanding all relevant regulations and ensuring that all commercial activity is regulatory compliant and is carried out safely. This includes guaranteeing that any safeguarding procedures and training are compliant as required.
- Effectively integrating commercial activities into the school's broader operations through close liaison and collaboration with colleagues.
- Manage the administration of lettings; handling bookings, contracts, and payments.
- Meeting predetermined financial and non-financial targets while adhering to business objectives, developing competitive pricing to ensure profitability.
- Resolving complaints relating to commercial business whilst also gathering, analysing, and responding to customer feedback, whilst maintaining business relationships within the local community.
- Managing a team of casual staff during key booking and event periods to ensure effective group welcoming, monitoring, and satisfaction.

- Working closely with Marketing & Communications colleagues to design and implement a clear and simple marketing strategy. Similarly, liaising closely with the Director of Sport to develop and implement strategies in relation to sporting facility use by regional and national bodies.
- Developing a physical and/or online retail offer that delivers a suitable product range for both current pupils and staff, Old Glenalmonders, and parents. This should be done in conjunction with the Director of Development.
- Winning business for film shoots, including negotiating the best rate, managing film enquiries and recess, and coordinating filming days.

Skills and Experience required

Essential

- Significant previous experience in commercial operations, business, and/or events.
- Previous experience in events operations, including working alongside other facility provision and facility management industries, e.g. catering, cleaning, etc.
- Evidence of outstanding customer service skills.
- Evidence of excellent interpersonal and communication skills.
- Self-starter who can work independently and without constant supervision.
- Full clean driving licence and access to a motor vehicle

Desirable

- Experience of working within the education sector or settings with similar competing demands on facility use.
- Knowledge of Xero finance IT package (can be trained).

Equal Opportunities

- Maintain an up-to-date knowledge of Equality and Diversity legislation and the College's Equality and Diversity policies and procedures, in particular regarding the recruitment and retention of staff.

Safeguarding

- Maintain an up-to-date knowledge of Safeguarding legislation and the College's safeguarding policies and procedures.

Health & Safety

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to.

Professional Development

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Terms

This is a full-time, permanent position. The working pattern will be Monday to Friday, 8.30 am to 5 pm, equating to 37.5 hours per week with evening and weekend availability to support the needs of the operation. There will also be a need to be present at peak times for commercial business.

Salary

The salary range for this role is £40-50k per annum, depending on skills and experience.

In addition, we offer complimentary refreshments during working hours, lunch on site during term time, a great working environment as part of a close-knit team and the possibility of opportunities for the role to grow. Fee concessions are also available for staff children who attend Glenalmond College and Craigclowan School.

Pension

The College provides a workplace pension; this is a money purchase scheme, whereby members contribute a minimum of 2.67% of their eligible salary and the College contributes a minimum of 5.34%.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at an enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

Applications may be made by sending a CV and a covering letter outlining your suitability for this position to hr@glenalmondcollege.co.uk

Detailed information about Glenalmond, together with a copy of this job description, can be found at <https://www.glenalmondcollege.co.uk/about-us/work-for-us>

The closing date for this post is **Monday 29th September**, although the College reserves the right to close the applications and interview and appoint at any time in the recruitment process.

Interviews will likely be scheduled for the week commencing **Monday 6th or Monday 13th October**.