



SALES AND EVENTS CO-ORDINATOR [MATERNITY COVER]

DERBYSHIRE COUNTY CRICKET CLUB

Are you passionate about events, driven by sales, and thrive in a fast-paced environment where no two days are the same?

If so, we are looking for an experienced and ambitious Sales & Events Co-ordinator to join our small team at Derbyshire County Cricket Club. This is a fantastic opportunity to play a key role in delivering exceptional conferences, dinners, meetings and special events at one of the region's premier events spaces.

Why This Role is Exciting

At The County Ground, we don't just host events — we create memorable experiences. From large-scale corporate conferences to elegant dinners and dynamic team-building days, you will play a key part in our customer journey if you love working with people.

This is a maternity cover role from end April to end December 2026 and the hours will be 5 days per week from 9.30am until 2.30pm.

Duties & Responsibilities:

- Respond efficiently to all incoming enquiries (including phone, email and social media channels) converting to sales and maximizing revenue
- To prepare quotations and proposals including the preparation of rate agreements for key client accounts

- Manage and utilise our booking systems to ensure best utilisation of space
- Become an integral member of the team understanding the operation of all aspects of the department whilst working closely with other departments (Commercial, Marketing and Operations) to deliver cricket and event hospitality
- To develop a strong knowledge of the Derbyshire C&E sector and to translate this into current and up to date competitor analysis on local venues and apply competitive intelligence to suggest recommendations for improvements on client services and critical success factor
- Know the product: understand the menu and wine & beverage list together with hospitality service standards
- To produce accurate function sheets to the set deadline, confirming all event timings, numbers and requirements, ensuring that all information is imparted and available to the Operations Team
- On the day of an event/s make it your business to meet each client to ensure their expectations are being exceeded
- To ensure other services a client may request are booked for their event
- Manage all internal bookings for all club personnel

Skills, Knowledge & Qualifications:

- Sales management: to ensure maximum sales conversion of all enquiries and new business achieved at the venue
- Client management: building and maintaining excellent client relations to ensure a successful venue
- Event Management: to deliver the best service to our clients
- Experience of developing a proactive sale pipeline
- Previous knowledge of booking systems and maximising their use to develop the business
- A genuine desire to go above and beyond to make our guests feel special by exceeding their expectations
- Enjoy working in a busy and bustling environment
- Be a good communicator, highly organised with a desire for knowledge
- Initiative to get the right things done at the right time
- A can-do attitude
- Experience in event sales & delivery
- Strong customer services experience
- The ability to prioritise tasks and work effectively under pressure.

What we can offer you:

- Competitive Salary
- 25 days paid holiday plus bank holidays [full-time]
- Free on-site parking
- 2 free tickets to every Derbyshire County Cricket Club match
- Employee Assistance Programme

To apply please send your up-to-date CV with a covering letter detailing your suitability for the role to Viv Sheppard, HR and Wellbeing Manager at Derbyshire County Cricket Club via:

<https://hr.breathehr.com/v/sales-and-events-co-ordinator-45520>

The closing date is 19 March 2026 although applications will be reviewed as they arrive in and it may be closed early. Interviews are expected to be held on 9 April 2026 with a start date of 24 April 2026.

Derbyshire County Cricket Club is committed to safeguarding and protecting the children and young people that we work with. As such, many posts are subject to a safer recruitment process, including ECB DBS clearance which is mandatory before taking up certain roles. We ensure that we have a range of policies and procedures in place promoting safeguarding and safer working practice across our services.

Derbyshire County Cricket Club will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, religion and age. It is the intention of Derbyshire County Cricket Club that its workforce, at all levels, should reflect the composition of the City's population. To achieve this Derbyshire County Cricket Club will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates, regardless of sex, race, disability, age, religion/belief or marital status.