

Job description

Commercial Officer – Licensing (Maternity Cover)

Reports to:	Head of Commercial Development
Based at:	Coeliac UK Head Office, High Wycombe
Salary grade table:	Commercial (CO5 - 5.1 to 5.2)
Line management:	No direct reports
The role:	The Commercial Officer – Licensing acts as a technical administrator within the Commercial Services department of Coeliac UK, the charity for people who need a gluten free diet. The Commercial Services department creates and maintains partnerships with commercial organisations that have a vested interest in the gluten-free market; this includes manufacturers, retailers, foodservice companies, and caterers (including restaurants, hotels and others). The role is responsible for handling all the administration associated with the Crossed Grain trademark, our food safety scheme for food manufacturers.

Key responsibilities

- To be responsible for proactively managing all aspects of the renewals process for existing licensees of the Crossed Grain trademark (CGT) food certification scheme
- To assist in account management, including handling all new CGT applications liaising with commercial partners, negotiating licence fees, ensuring that all necessary paperwork is kept up to date
- To ensure that relevant invoices are issued and debts are managed
- To support keeping licensee products updated in the Coeliac UK Food Information Services and specifically the printed Food and Drink Guide
- To assist the Commercial Services team to generate advertising and sponsorship income where appropriate
- To respond to email and telephone enquiries and Commercial Partner applications
- To ensure the CRM database (Workbooks), monitoring reports and other management tools are updated in a timely manner and to assist with data cleansing where necessary
- To keep monthly and annual reports of commercial revenue up to date
- To provide relevant copy for Coeliac UK publications and the Coeliac UK website as required
- To work with colleagues to develop new opportunities and support wider activities within the organisation
- To gain a working knowledge of other Commercial Officer roles to be able to cover holidays and sickness where appropriate.

Knowledge, skills and experience

- Excellent attention to detail, organisation and administration skills
- Excellent interpersonal and relationship building skills
- Excellent communication skills – oral and written, confident telephone manner
- High levels of analytical and numerical skills

- Excellent IT skills – ideally experience with MS Office, CRM/database use, email marketing services
- Results driven
- Team player with practical, positive and flexible attitude
- Able to meet deadlines and prioritise tasks
- Self-motivated and able to work without close supervision
- Knowledge of food manufacturing or the food industry would be of benefit though not essential
- Experience of managing financial transactions would be an advantage
- Enthusiastic to help with a variety of projects

Competencies

1: General profile
Typically vocationally training or has commercial experience
Acts within clearly defined group or with straightforward clients
May enlarge client list
Typically works with moderate guidance
2: Technical expertise; building & maintaining
Developed expertise in own area and demonstrates competence in using a variety of techniques
2: Technical expertise; applying & anticipating
Applies knowledge/skills to a range of activities; acts as a source of expertise for others in own area
3: Client/organisation orientation; client response
Proactively acts to understand client needs and identify solutions to non-standard tasks/queries; actively creates opportunities
3: Client/organisation orientation; organisation understanding
Is aware of internal/external issues; applies to own role
3: Client/organisation orientation client response; costs
Takes action to monitor and control costs within own work horizons
4: Creating & delivering solutions; problem solving
Identifies key issues and patterns from partial/conflicting data; takes a broader perspective to problems and spots new, less obvious solutions
4: Creating & delivering solutions; planning & organising
Manages own time to meet agreed targets; develops plans in line with strategy developed elsewhere; forecasts resources and prepares schedules
5: Working relationship; communicating, negotiating & influencing
Adapts information/style to the audience, explains difficult concepts clearly, establishes consensus, attains agreement
5: Working relationship; teamwork, coaching & guiding
Promotes teamwork; motivates, coaches and guides others
5: Working relationship; networking
Creates informal networks with key contacts in client organisations

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.