



## **Job Specification: Head of Delegate and Membership Sales**

Oxford Global is a forward-looking conference company, and we produce cutting edge and business critical information for the Life Sciences Industry through online events, in person conferences and digital content portals. As our Head of Delegate & Membership Sales, you will be responsible for delivering targeted sales campaigns, driving engagement, traffic and sales for our digital content portals, as well as online and in person event portfolios.

### **Role Responsibilities:**

- Direct and drive delegate volume and revenue for our global digital and in person events
- Creating and implementing the strategic plan for membership and income generation
- Full responsibility for a team of highly motivated sales executives
- Creating sales forecasts, analysing performance data and designing and implementing the sales and marketing strategy
- Collaboration with colleagues, including Head of Marketing and Events, to ensure the strategic plan for membership can be delivered
- Leading from the front and developing the team in promoting membership sales for our digital portals and finding new ways of introducing these into the market
- Recruiting, training, scheduling, coaching, and managing the sales team to meet sales objectives
- Target C-Level execs and directors in pharmaceutical and healthcare sectors
- Member of the Senior Management Team

### **We are looking for someone with:**

- Over 5 years of sales and project management experience
- Minimum 3 years of team management and leadership experience
- Excellent communication skills
- A willingness to learn and contribute to the success of a team
- Ambition and drive, and a desire to learn fast and hit challenges head on
- Experience of both account management and high-volume transactional B2B sales
- Demonstrable experience in achieving sales KPIs

**Benefits of the role:** You will receive a basic salary of £31,000-35,000 per annum + OTE to begin, and with opportunities for progression and regular reviews of pay. To the right candidate we provide excellent remuneration, training, benefits and a long-term career plan. Staff are also provided with annual appraisals, mental health support during our Time to Talk days and annual staff awards to recognise achievements. Additional benefits include - gym membership, flexible/home working opportunities, regular social events, increment of holiday during employment.

**Location:** Our offices are located on the Botley Road, with shops/restaurants within walking distance and easy access into Oxford City Centre.

**Company:** For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together thousands of industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.

**Interested in joining the team? Email your CV and cover letter to [careers@oxfordglobal.co.uk](mailto:careers@oxfordglobal.co.uk)**

**Oxford Global Marketing Ltd**

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