

# COMMERCIAL MANAGER

## Overview

Join Elite Journey UK to lead marketing, sales, and execution of our educational programmes. Play a key role in the launch our first line of UK products, in addition to supporting programmes that develop skills in young people around the world.

*Application deadline: 23:59 GMT Sunday 6<sup>th</sup> March 2022*

## Elite Journey

Founded in 2015, Elite Journey create meaningful educational links between young people around the world and empowers students to become role models of the future. Our programmes take a holistic approach to education, placing a particular focus on improving our students' 21<sup>st</sup> century skills, such as confidence, collaboration, and critical thinking. Starting with a singular summer camp in 2015 in China, we have now supported over 32,000 students on their remarkable life journey across 18 locations spanning Europe and Asia, along with valuable virtual experiences.

Joining our growing and agile Anglo-Chinese team gives you the chance to add more to your professional experience due to the plethora of opportunities we offer, these include:

- International travel during project periods, including required flights and visas\*
- Opportunity to direct our residential camps, located in China and Bali\*
- Regular performance reviews, with investment in professional development
- Mandarin language lessons

*\*Subject to international government regulation in force at the time*

## Job Profile

This role is a unique opportunity to have a tangible impact on the direction of a growing start-up organisation. As such, the roles and responsibilities will be fluid depending on the needs of projects for which you will have ownership.

### Marketing and Sales

- Conducting market research and collect data to get insight into students and guide decisions
- Creation and implementation of marketing plans
- Development of marketing materials
- Coordination of promotional activities
- Set up and execute procedures for processing sales

### Operations

- Management of invoices, budget, and sales forecasting
- Monitor email inboxes and handle any queries or concerns from customers and stakeholders
- Give and receive feedback to optimise processes
- Support events at our associated not-for-profit Chinese youth cultural exchange centre, such as international educational competitions

- Interview and recruit staff
- Communicate with mentors and mentees to schedule sessions and to ensure expectations are met
- Follow and ensure all safeguarding procedures are being met

## Location and Hours

- Virtual contract, applicants must have right to work in the UK
- Permanent, full-time, 40 hours/week flexible working
- Occasional weekend work and overtime required during peak times
- 30 annual leave days per year (including UK bank holidays)
- Recommended start date **Monday 28<sup>th</sup> March 2022**

## Total Rewards

- Salary of £23,000 - £26,000
- Annual performance review and 8% performance-based bonus
- Pleo card for business related expenses

## Qualifications

### Basic

- Bachelor's Degree (2:1 or above)
- Enhanced DBS Certified (*you can apply via Elite Journey if you do not have one already*)
- Personal Skills
  - Strong digital skills (creating graphics, design, etc.)
  - Proficiency with Microsoft Office, especially Excel
  - Creativity, initiative, and exploratory approach
  - High attention to detail
  - Effective communication
  - Risk management
  - Willingness to learn, be flexible, and self-evaluate
  - Strong personal motivation

### Desirable

- Experience running marketing campaigns
- Experience working with young people
- Training in HubSpot or similar CRM software
- Prior experience with Elite Journey/CSSC
- Knowledge of the culture and education of China and the UK
- Proficiency with website development

Elite Journey is an Equal Opportunity employer. We welcome applications from all sections of the community. People from ethnic minorities and disabled people are currently under-represented and their applications are particularly welcome.

As an organisation working with young people, we are committed to safeguarding and child protection. Applicants must have the ability to work in a way that promotes the safety and wellbeing of children and young people.