



# Role Profile: Sponsorship Coordinator

<b>Reports To:</b>	Director Of Finance	<b>Director Reports:</b>	▪ NIL
<b>WWC Card:</b>	Yes		
<b>Financial Delegation:</b>	No		
<b>Club Email Account:</b>	Yes & access to shared mailbox Sponsorship		
<b>Purpose:</b>			
<ul style="list-style-type: none"> <li>▪ To provide a calendar driven reminder system to Director of required Sponsorship visits, collections and entertainment on an ongoing basis during and after season.</li> </ul>			
<b>Responsibilities:</b>			
<ul style="list-style-type: none"> <li>▪ Provide backup assistance to the Marketing Director.</li> </ul>			
<b>Tasks and Objectives:</b>			
<ul style="list-style-type: none"> <li>▪ Implement contact and visit program diary and send to Marketing Director.</li> </ul>			
<b>Code of Conduct:</b>			
<ul style="list-style-type: none"> <li>▪ Operate within the rules of SLSA.</li> <li>▪ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards.</li> <li>▪ Resolve conflicts fairly and promptly through established procedures.</li> <li>▪ Maintain strict impartiality.</li> <li>▪ Maintain a safe environment for others.</li> <li>▪ Show concern and caution towards others.</li> <li>▪ Be a positive role model.</li> </ul>			
<b>Skills and Knowledge:</b>			
<ul style="list-style-type: none"> <li>▪ Excellent computer skills.</li> <li>▪ Good organisational skills.</li> </ul>			