



PLUMPTON COLLEGE

Wine Sales Manager	
Reporting to:	Director of Wine
Working hours:	Full time: 37.5 hours per week
Salary:	£32,000 per annum – with up to 10% bonus
Annual leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To have overall responsibility for the vineyards at Plumpton College and deliver and manage learning to full-time and part-time students in vineyard management at Plumpton College.

Duties and responsibilities of the job

1. Main Duties

a) Ensure the highest level of service/efficiency in response to orders of College wine from clients, through preparing orders and making deliveries.
b) Managing a portfolio of existing accounts and expanding business activity across the range. Generating new leads and establishing new customers to deliver new business growth targets.
c) Identify new business opportunities. Chasing leads and following up on opportunities to generate sales.
d) Attend client's customer tastings and events to help build sales and the brand.
e) To attend Plumpton's own event, tastings and shows as required.
f) Manage allocations of future and present available wine stock across retail and trade sales.
g) Networking with companies in the industry.
h) Achieving set annual volume, revenue and profit targets.
i) Following up on leads and new contacts.
j) To process all logistics admin and picking for orders dispatched from the vineyard.
k) Always maintain accurate and up to date records using our excel stock management system.
l) Be organised in administration.
m) Attend retails sales events, and, working with students, participate in wine promotional and sales activities.
n) Adhere to the College Safety Policy, carrying out risk assessments, appropriate to the sales/marketing activities, particularly when students are involved.

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| o) Being an ambassador for Plumpton and maintaining a high level of gravitas and professionalism in dealings with clients and students. |
| p) Maintain effective communications with other staff. |
| q) Undertake any other reasonable duties from time to time as requested by the Principal, Director of Wine, or a member of the Senior Management Team. |

2. Continuous Professional Development

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| a) Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| b) Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |

3. Other responsibilities and duties

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| a) To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of the Senior Management Team. |
| b) To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety. |

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Enthusiasm and the sales skills required to sell Plumpton wine.
Strong communication skills. Sound computer skills to use Word, Excel, internet and email proficiently.
Ability to lift and carry 10 kg.
Flexibility in hours (including some evening and weekend work).
Adaptability to a range of tasks.
Ability to work alone and in a team.
Punctuality and reliability.
Driver's Licence.
A confident outlook when dealing with customers face to face and a can-do attitude.
Desirable criteria for the post
Wine sales experience.
Own transport.
WSET Advanced Level Three.
Ability to take responsibility and show initiative.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be evening and weekend working required as the role dictates.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.