

Huddersfield Town AFC

Administration and Sales Executive



The Club's Official Charity

Up to £23,500 per annum (depending on skills and experience)
Full-time (35+ hours per week, including occasional evenings and weekends)
Permanent

We are currently recruiting for an Administration and Sales Executive to join our established lotteries department. This is a revenue-generating role in which effective sales processes are crucial to successful performance. The successful candidate will be required to develop positive relationships with a range of companies and venues throughout the Kirklees area to promote and sell the 'On the Move' lottery tickets and the Blue and White Members Club. Revenue from our promotions helps to finance our Academy and support the development of aspiring first team players.

Applicants must have excellent customer service skills and the ability to interact positively and professionally with a range of people. As this is a sales-oriented role, previous proven experience in sales and income generation is essential. You must also be well-organised with the ability to manage money and fulfil a range of administrative duties.

This role requires flexibility and a willingness to work non-standard hours in accordance with the needs of the Club, as you may be visiting external organisations during evenings and weekends. The successful candidate will also be required to work on match days.

If you have the specified experience, skills, and personal attributes, and are enthusiastic about the variety and opportunities that this role offers, we would love to hear from you.

We receive a high volume of applications for our vacancies and as such, we encourage you to ensure that your application details how you feel you match our requirements. The volume of applications received prevents us from being able to provide feedback at short-listing stage. Please ensure that your application is:

- Fully completed.
- Tailored for the requirements of the role – Section 6 of the application form should reflect how you meet the 'essential' and 'desirable' criteria for the position as detailed on the person specification (please follow the instructions on the application form).
- Accurate in terms of content and presentation.
- Submitted by the specified deadline.

Please also highlight any factors that you would like us to consider, for example, if you have a disability or health condition that may require us to make reasonable adjustments in accordance with the Equality Act 2010.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and other stakeholders to share this commitment.

As this role is likely to involve the supervision of and work with children and young people or vulnerable adults, the successful candidate will require clearance to work in football and an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS).



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Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot consider them.

Guidance about whether a conviction or caution should be disclosed is available on the Ministry of Justice website.

Equality & Inclusion

Huddersfield Town AFC is committed to promoting a diverse and inclusive community – a place where everyone can be themselves and in which everyone feels valued, included, and supported to achieve their full potential. We offer a range of family-friendly and inclusive employment arrangements, and we have a zero-tolerance approach to any form of discrimination.

We are committed to the redress of any inequalities by taking positive action where appropriate.

We are a Disability Confident Leader and welcome applications from disabled candidates. We are also seeking to diversify our workforce, particularly by gender and ethnicity.

Further information about the Company and working with us is available from the Careers section of our website:

<https://www.htafc.com/club/careers/>

To apply, please download an application form from our website. Please note that we do not accept CVs.

Please send your completed application by email to jobs@htafc.com by **9:00am on Friday 24th May 2024**.

Interviews are likely to take place in late May 2024.