



Job Description

Post Title

'On the Move' Lottery Collector and Seller

Department/Location

Promotions/Lottery

Reports to

Promotions Manager

Purpose of the Role

Working within the Promotions/Lottery team, the post holder will contribute to income generation for Huddersfield Town AFC by selling 'On The Move' lottery tickets, also collecting monies from 'On the Move' (OTM) Agents on a weekly basis, predominantly in the areas of Huddersfield and Dewsbury.

Functional Links

Internal: Promotions Manager
Promotions/Lottery team
Directors
Other staff and managers

External: Business owners/managers
Members of the public
On the Move Agents

Key Performance Indicators

- Income generation from sales of 'On the Move' lottery tickets is at or above the agreed target (to be reviewed annually).

Role Specific Responsibilities

- To sell 'On the Move' lottery tickets to a range of people;
- To collect money from sales of 'On the Move' lottery tickets;
- To liaise with a wide range of potential customers including pubs, clubs and other businesses;
- To attend home matches to promote sales of 'On the Move' lottery tickets;



THE TERRIERS

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Twitter: @htafcdotcom / Facebook: htafcdotcom / Company Number: 1771361

- To distribute flyers and posters in the local area, promoting the 'On the Move' lottery and the Blue and White Foundation;
- To undertake administrative and other duties as required; and,
- To fulfil any other duties as required by the Promotions Manager and/or members of the Board of Directors.

Behaviour/Conduct

The post holder is required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible to fit the development and growth of the organisation;
- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.



Equality, Diversity and Inclusion

HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

Accepted by:

Name (Printed)

Name (Signed)

Date



Person Specification

Post Title

'On the Move' Collector and Seller

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience in a customer-facing role.• Experience in a sales role.	<ul style="list-style-type: none">• Previous experience in a lottery/promotions role.
Qualifications	<ul style="list-style-type: none">• A good standard of education at Level 2 (GCSE Level or equivalent) or higher, including English and Maths at grades A*-C.	
Specific Skills and Knowledge	<ul style="list-style-type: none">• Excellent communication and interpersonal skills.	<ul style="list-style-type: none">• Well-organised with the ability to manage own workload.
Additional Requirements	<ul style="list-style-type: none">• Flexible approach to work and working hours, to meet the demands of the role.• Friendly, honest and reliable.• Professional appearance.• Able to travel to a wide range of locations, using own or public transport.• Commitment to equality and diversity initiatives, and anti-discriminatory practice.	<ul style="list-style-type: none">• Full driving licence.• Able to work as part of a team.

