



The Club's Official Charity

Huddersfield Town AFC Vacancy Inside Sales Executive

This position is full-time (35+ hours per week, including match days as applicable), permanent, and has a starting salary of up to £20,000 per annum.

We are in the exciting position of recruiting to the role of Inside Sales Executive to complement and enhance our Commercial department. We are looking for an ambitious individual who aims high to exceed sales targets. As a Club, we are constantly developing the products and services available to business-to-business customers and you will play a crucial role in connecting the Club to our business community. Over time, you will become skilled at identifying which products are appropriate for each customer and will be confident in handling the end-to-end sales process.

This will be a hybrid role, working remotely at times, and the successful candidate will need to be self-motivated, well organised, and able to work autonomously.

In this role, a typical day is likely to include:

- Contacting prospective customers over the telephone and generating sales.
- Setting appointments for face-to-face meetings for other members of the sales team.
- Accurately maintaining our CRM system.
- Progressing existing opportunities along the sales stages.
- Reporting on your progress against targets.

Applicants are encouraged to review the job description and person specification before applying, as these contain full details of what the role entails, and the specific skills, experience, qualifications, and attributes we are looking for.

We expect the successful candidate to be a positive ambassador for Huddersfield Town AFC, and to liaise with a wide range of stakeholders in a consistently positive and professional manner.

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.



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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 take them into account.

Guidance about whether a conviction or caution should be disclosed can be found 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/>

For an informal discussion about this position, please contact Dan McGeachie, Head of Partnerships and Business Development, by email to Daniel.McGeachie@htafc.com

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

Completed applications must be submitted by email to jobs@htafc.com by **9:00am on Friday 1st December 2023.**

Interviews are likely to take place in mid-December 2023.