



The Club's Official Charity

Huddersfield Town AFC Vacancy Partnerships Coordinator

This position is full-time (35+ hours per week, including match days as applicable), permanent, and has a starting salary of up to £25,000 per annum.

We are in the exciting position of recruiting to the role of Partnerships Coordinator to complement and enhance our Commercial department. We are looking for an ambitious, organised self-starter looking for a challenging role in professional football. This could be your first role, so you must be willing to learn all aspects of partnership and commercial fulfilment. The successful applicant will be friendly, polite, and professional with a genuine desire to play a key role in our growing Commercial team. We are proud to work with some incredible partners, including local, regional, and global brands and as we seek to grow our partnership portfolio, this role will play a crucial role in ensuring we deliver all contracted rights.

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

- Fulfilling contractual requirements for partners including tickets, merchandise, and branding.
- Checking all artwork and inventory are in place ahead of key events and match days.
- Facilitating player or legend appearances with our partners.
- Creating and controlling match day running orders including LEDs, big screen ads, and more.

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.