

Huddersfield Town AFC

Training Ground Operations Coordinator



The Club's Official Charity

Up to £23,000 per annum depending on experience and qualifications.

Permanent, 35 hours per week.

In this new role you will be the first point of contact for all visitors, staff, players, and contractors at our training ground. Working as a member of the Operations team, you will ensure all visitors are greeted in a professional and friendly manner, and that all personnel on site are accounted for, thus ensuring the ongoing safety and security of the premises.

The successful candidate will fulfil all associated duties of a customer-facing role, including responding to telephone calls, handling mail/deliveries to the site, monitoring CCTV, and opening/locking the premises as required. The Visitor Centre must also be consistently maintained as a clean, tidy, and professional environment reflective of the high standards that are important throughout the organisation.

Applicants must have previous proven experience in a visitor management, receptionist, or other front of house role, and a background in customer service. You will have a good standard of general education at GCSE level or equivalent, with good IT and communication skills. The successful candidate will also be proactive, self-motivated, organised, and vigilant.

This role requires flexibility with working hours, and a rota is in place to ensure the operating hours of the complex are covered. Candidates must be prepared to work early mornings, evenings, daytime shifts, and weekends on a rotational basis.

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

Huddersfield Town AFC and the Huddersfield Town Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation.



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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 and the Huddersfield Town Foundation are committed to promoting a diverse and inclusive community – a place where everyone can be themselves and in which everyone feels valued and 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 what it is like to work with us can be accessed 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.

Completed applications must be submitted by email to jobs@htafc.com by **12:00pm on Monday 22nd January 2024**.

Short-listed candidates will be invited to attend a selection event, which is likely to take place in early February 2024.