



Huddersfield Town AFC – Corporate Events and Sales Coordinator

How to Apply

Thank you for your interest in the permanent position of Corporate Events and Sales Coordinator with Huddersfield Town AFC. Before you compose your application, please read this document to ensure that, as far as possible, you tailor your submission to meet our requirements.

To help you prepare your application, the following documents are also provided:

- Advertisement
- Job description and person specification

To apply for this role, you must send your CV and a covering letter to:
jobs@htafc.com by **midnight on Thursday 7th February 2019**.

We receive a high volume of applications for our vacancies therefore please ensure that your covering letter and CV:

- Are concise
- Are tailored for the requirements of the role
- Are accurate in terms of content and presentation
- Are submitted by the specified deadline
- Highlight any factors that you would like us to take into account, 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

In the first instance applications will be assessed against the essential and desirable criteria for the role, as detailed on the person specification. As it is not feasible to invite all applicants to interview, we reserve the right to apply additional criteria to the initial short-listing process, if there is a high volume of applicants who, on paper, appear to meet the published criteria.

We are a Disability Confident 'Committed' Employer and we welcome applications from candidates with a disability. Candidates with a disability who clearly demonstrate they meet the 'essential' requirements of the role will be guaranteed an interview; in order to fulfil our commitment to the guaranteed interview scheme, if you have a disability, please ensure this is clearly reflected in your letter of application.

We will only provide feedback to candidates who are invited to interview; therefore, if you are unsuccessful at short-listing stage, we will not be able to provide feedback on your application.



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For an informal discussion regarding the role please contact Alex Nicholson, Commercial Manager – Advertising and Events at alex.nicholson@htafc.com

For information about Huddersfield Town AFC please visit our website:
www.htafc.com



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