

FLEETWOOD TOWN FOOTBALL CLUB



HIGHBURY STADIUM | PARK AVENUE | FLEETWOOD | LANCASHIRE | FY7 6TX

FLEETWOODTOWNFC.COM | INFO@FLEETWOODTOWNFC.COM
GENERAL ENQUIRES: 01253 775080

Job Vacancy: Commercial Assistant

An exciting opportunity has arisen within Fleetwood Town Football Club for an experienced Commercial Assistant to join our dynamic team based in Fleetwood.

Fleetwood Town Football Clubs senior management team needs administrative support in our commercial, hospitality and ticketing departments.

About the role:

This is an exciting opportunity to join the club and help deliver a fantastic match day experience across the site. This will include building a rapport with supporters, working closely with all the teams onsite, and helping the club achieve its goals.

This role is a great opportunity to get involved in the football/sports industry whilst learning a wide range of skills with full training provided.

Roles and Responsibilities (but not limited to):

- Be the public face of Fleetwood Town, engaging with visitors, guests and supporters of the Club
- Supply information and assistance to the general public, other guests, clients and customers.
- Answer telephone enquiries, providing support and selling tickets
- Work closely with the Commercial Manager and General Manager
- Provide administrative support service
- Assist with the booking process and delivery of matchday hospitality
- Carry out tasks related to match days: pre, during and post-match, including allocation of tickets, car parking, press-box, programme distribution, officials' documents etc
- Support close season activities, including season ticket renewals, sponsorships
- Other administrative duties as may reasonably be required

Behaviors and Experience:

- Good communication skills and a confident disposition
- Good written and numeracy skills
- Work well under pressure and on own initiative
- Great organisational skills, including workload prioritization and attention to detail
- Basic IT Skills (including MS Word, Excel email and Internet)
- Polite & friendly manner
- GCSE A-level or above, or evidence of successful performance at that level



OFFICIAL BREWING PARTNER



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Other requirements:

- A full driving licence
- Ability to be flexible with working hours
- Subject to DBS Disclosure certification

Hours of work:

- All home match days
- Provide additional cover for the club shop non-matchday Saturday when required
- Working hours to meet the demands of the business

What you need to do now:

If you're interested in this role, please send your CV and covering letter explaining why you would be suitable to this role to:

Recruitment@besgrp.co.uk

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date.

Fleetwood Town Football Club and Fleetwood Town Community Trust are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This information is available in different formats if required. Please contact Fleetwood Town Football Club directly.



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