

Job Title: Events Coordinator
Location: Highbury Stadium / Poolfoot Farm Sports Complex
Hours: Full Time inc evenings / weekends when required
Salary: Competitive

Fleetwood Town Football Club is a hard-working and dynamic club who are seeking an Events Coordinator to join our driven team based in Thornton, Blackpool.

As Events Operations Coordinator you will work alongside the Sales & Events Operations Manager and as a team will be responsible for the efficient, profitable and effective delivery of every aspect of the business events, meetings, FTFC Match days and private functions.

You will ensure guest satisfaction and the highest levels of service across both our sites, Highbury Stadium and Poolfoot Farm Sports Complex.

Main Duties and Responsibilities (but not limited to):

- Being present on the day / evening of events and match days to ensure things run smoothly providing a hands-on approach
- Managing and overseeing events on the day, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organising vendors
- Ensure that all parties adhere to the relevant Health & Safety and insurance regulations
- To adhere to and maintain a high standard of personal appearance and professionalism
- Overseeing post-event activities, such as the cleaning of venues and ensuring the payment of suppliers' process is adhered to
- Planning and managing multiple events at once including planning event aspects, such as venue, seating, dining and guest list
- Anticipating and planning for different scenarios
- Ensuring that corporate events are in line with a company's brand, identity, and strategy
- Be forward thinking and innovative when it comes to ways of working and best practice.
- Proactively come up with suggestions to ensure all events are a success
- To liaise closely with the Kitchen team on a regular basis during the lead up to an event, to ensure the smooth operational running of the event on the day and have experience running the floor
- Continuously improving service by communicating and assisting individuals to understand and anticipate guest needs, provide guidance, feedback, and individual coaching when needed
- To be an ambassador for Fleetwood Town FC as well as a strong leader who embodies our values and commitment to our teams



Qualifications and Education Requirements:

- Minimum 2 years' experience in Meeting and Events and
- Previous experience with Res Diary, POS and Catersoft (or an equivalent)

Competencies:

- Excellent time management, organisation and prioritising skills
- Ability to work to tight deadlines
- Ability to multi-task
- Attention to detail and accuracy
- Patient and calm under pressure
- Team player
- Excellent communication and social skills
- Ability to work independently
- Flexible and adaptable
- Experience in a similar role

You will require a full, valid UK driving licence and access to a suitable vehicle.

What you need to do now

If you're interested in this role, please forward an up-to-date copy of your CV and cover letter to:

Recruitment@fleetwoodtownfc.com

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 on 01253 775080

