



Job & Person Description

Job Title	Women's Matchday Coordinator
Department	Women's First Team
Reports to	General Manager
Responsible for	Matchday Operations
Purpose of role	
To ensure that all home match days run smoothly from a commercial perspective and help build an engaging and atmospheric environment for all home matches. Supporting the commercial team by increasing revenue on matchdays through selling merchandise, tickets and prizes.	

Main Duties

Duties

- Securing mascots on matchdays
- Organise merchandise and the selling of all merchandise on matchdays
- Collaborate with commercial team in upselling future events and packages
- Welcome opposition and match officials and show them to relevant areas of the ground
- Selling tickets on matchdays and providing a provision in case of any staff absences

Other responsibilities

- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes. Seek advice & guidance if required ensuring employees and processes work seamlessly together
- Always ensure GDPR compliance
- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

Experience & Qualifications

- DBS (can be provided)
- Safeguarding Children in Football workshop (can be provided)

Skills and personal attributes

- Well-presented and professional
- Organised
- Able to solve problems independently
- Ability to build excellent working relationships with managers, colleagues and staff
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Ability to use communication platforms chosen by academy manager
- Accuracy and attention to detail
- Ability to own issues to resolution

Pay	Agreed on interview + opportunities for commission
Hours	12pm - 4pm on matchdays (Sunday - Peterborough)