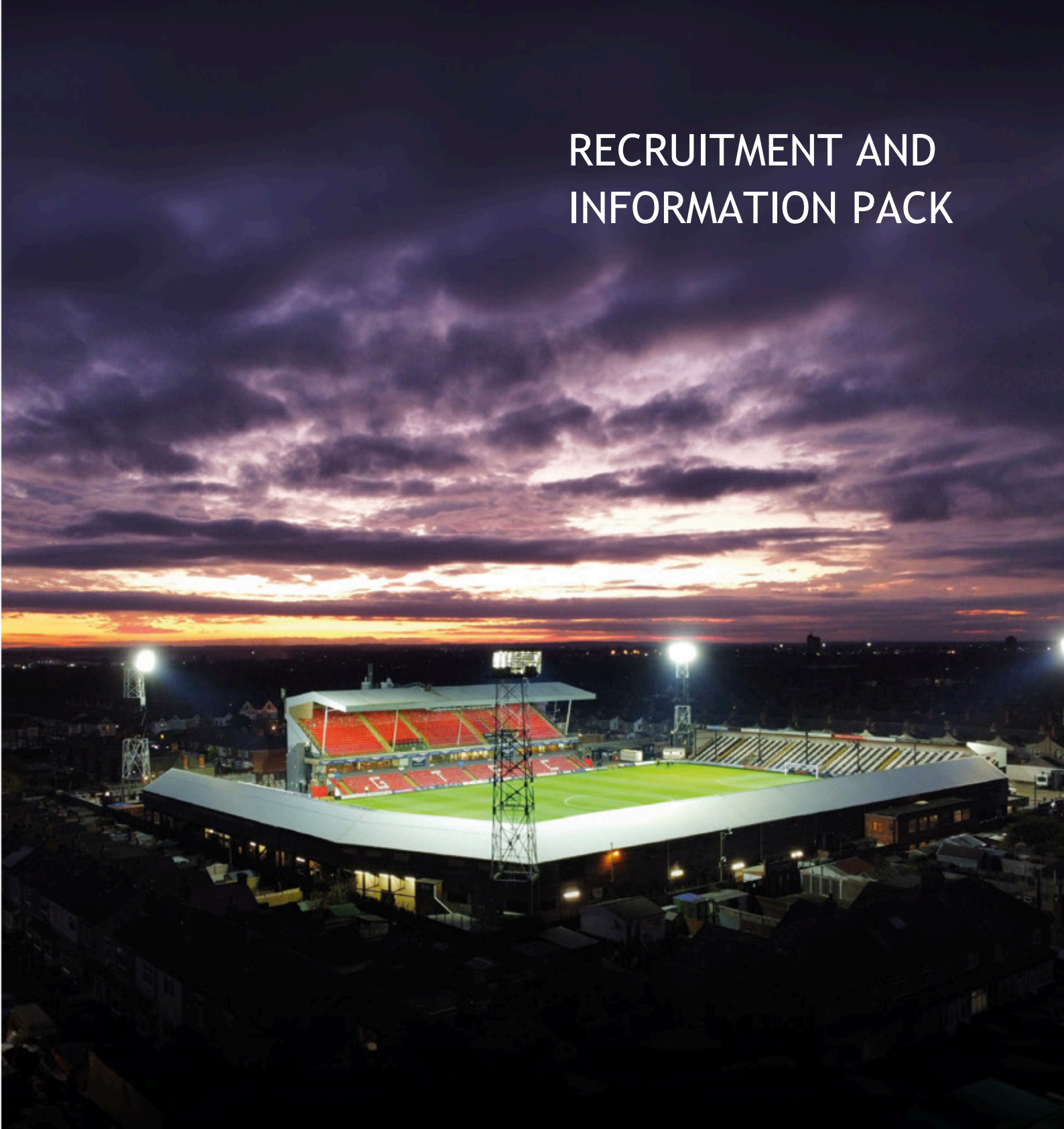


RECRUITMENT AND INFORMATION PACK



**Event Co-ordinator
Job Advert**



ABOUT US

Grimsby Town Football Club is an English football club based in the seaside town of Cleethorpes, North East Lincolnshire.

Founded in 1878 as Grimsby Pelham, the Club was renamed Grimsby Town a year later and went on to become Lincolnshire's leading football club, spending many years in the top two divisions and twice reaching the semi-final of the FA Cup.

The Club is owned by 1878 Partners Ltd, and since their takeover in 2021, they have made it their mission for there to be a real tangible connection between fans and the Club.

Along with a long-established Men's First Team who play in the EFL Sky Bet League Two, the Club also has an academy known for developing talent, a Women's First Team who compete in Division One North and the Grimsby Town Foundation, which last year delivered a charitable spend of over £4m.

The next chapter of Grimsby Town Football Club is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team.



WHO WE ARE

We don't just work for Grimsby Town Football Club – we are Grimsby Town Football Club. It's a remarkable story that began in 1878 and has continued uninterrupted ever since.

There is nothing bigger and nothing more powerful in uniting so many people – through purpose, passion and pride – than a football club. It's people's identity. It's their family; their heritage. It's where they belong. This is something that cannot be undone. The bond, ties and loyalty are forever. And by being here, we are part of the story.

This is no ordinary job. This is an extraordinary opportunity. We are more than staff, players, managers, coaches, analysts, physios, stewards, and volunteers. We are friends, supporters, promoters, entertainers, role models and, in some cases, idols and legends. But we cannot be any of these things without each other.

None of us is bigger than all of us. Every day, we strive for better. We are a football club, but we're at the heart of something much bigger. A club formed from its community now has the power to define its community. We are today's authors of this black and white story.

This moment has been 146 years in the making. And the next chapter is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team, and this is where you come in.

JOB PURPOSE

Under the direction of the Business Manager, plan and co-ordinate high-quality events for internal and external clients on both match days and non-match days.

Part of the role will require physical labour in moving barrels around the ground. Appropriate training, equipment and assistance from other staff members will be provided.





MAIN ROLES & RESPONSIBILITIES

Co-ordinate events in the function suites at Blundell Park

- Responsible for running events/functions at Blundell Park by organising staff and ensuring the correct H&S requirements are met
- Market and advertise events to seek opportunities to sell the venue space. Consider up-selling or add-ons to increase revenue and enhance the customer experience
- Manage all incoming enquires for internal/external meetings, functions or use of facilities, from the initial request to invoicing
- Work with the Business Manager and Duty Manager to create and maintain a rolling events calendar which grows the business and maximises the use of the function suite. Maintain the booking system, ensure it is always kept up to date
- Show clients around the rooms and talk about different options and menus for their events
- Maintain regular communication with the operations and catering team and issue a diary of events on a weekly basis to ensure all relevant personnel are informed
- Plan functions and events through regular communication with clients to ensure their requirements are met i.e. room layout, function requirements, guest numbers, food and beverage, entertainment etc
- Take payments for functions. Bank, account for and cash monies, taking till receipts
- Purchase equipment as required
- Liaise with the Bar Cellar to order stock for functions, ensuring it's in date and suitable for the expected numbers
- Liaise with the Bar Cellar to ensure the lines are clean and organise for deep cleans to be conducted as required
- Organise entertainment for events i.e. discos, live entertainment, sound system etc
- Set up rooms i.e. make sure tables, chairs and tablecloths are as required
- Take deliveries for orders and support moving barrels to relevant suites
- Liaise with the Chef to ensure the kitchen is kept clean and running smoothly
- Check the safe and request necessary change before a match
- Evaluate events and adapt delivery accordingly to ensure events are continually evolving and improving
- Explore opportunities for additional revenue streams through benchmarking the business against competitors
- Other duties relating to the effective running of events which may be needed to be undertaken

Ground bars

- Book and manage staff on match day
- Arrange outside caterers
- Support the delivery of barrels around the ground
- Ensure beer lines are clean and organise for deep cleans to be conducted as required
- Oversee cellar and bar maintenance
- Arrange any repairs with ground staff or external companies
- Rotate stock to make sure dates are in order
- Conduct stock takes
- Liaise with Ticket Office staff on numbers in stands for which bars should be open especially
- for away supporters
- Cash up, account for cash monies and card payments, taking till receipts
- Arrange staff uniforms
- Liaise with the Safety Officer regarding any police restrictions for each game





KNOWLEDGE & EXPERIENCE

To be able to deliver this role, there are skills and experiences we are looking for. We'd want you as a minimum to have:

- Experience in the hospitality sector
- Excellent customer service skills, to ensure clients have a positive experience using the Club's facilities
- Have a good eye for detail and ensure end-to-end processes run smoothly
- Extensive administration experience
- Able to resolve conflicts in a calm manner
- Proficient in the use of MS Office applications.
- Effectively organise your workday to manage multiple tasks without letting things slip, often to tight deadlines
- Pay attention to the detail and check for accuracy and quality of work
- Adapt quickly, be flexible in the face of change and solution orientated
- Communicate (both verbally and through written forms) concisely and effectively with various professional disciplines and at all levels in an organisation
- Pull together and work as a team to get the best outcome
- Proactive to spot what needs doing and act on it
- Understand the need for confidentiality and able to maintain it at all times
- Understand the GDPR and principles and able to implement the practise and maintain it at all times

Qualifications required / to be worked towards

- To undertake the role you will need to be a Personal License Holder and a Designated Premises Supervisor
- If you don't already hold these qualifications, the Club will support you through them via a three-day intensive course
- You will be required to obtain this qualification within three months of commencing the role

As we work with young people you will also be subject to a DBS check and have due regard for safeguarding and child protection policies, including the welfare of children and young people.

CLUB VISIONS & VALUES

All employees are expected to operate within and always demonstrate a commitment to the Club's values:

- Proud to be GTFC: it is a privilege to wear the badge and we do it with pride
- Trust in Town: we rely and depend on each other to do our best
- Stand up for the Mariners: we show courage and positivity in the face of new challenges
- One of Our Own: we treat each other like family
- Always Improving: we raise the standards in everything we do





B CORPORATION

Grimsby Town Football Club is currently working towards B Corp Certification. B Corp Certification is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials. To achieve certification, a company must:

- Demonstrate high social and environmental performance by achieving a B Impact Assessment score of 80
- Make a legal commitment by changing their corporate governance structure to be accountable to all stakeholders, not just shareholders, and achieve benefit corporation status
- Exhibit transparency by allowing information about their performance measured against B Lab's standards to be publicly available on their B Corp profile on B Lab's website

B Corp Certification is holistic, not exclusively focused on a single social or environmental issue. And the process to achieve and maintain certification is rigorous and requires engaging teams and departments across the whole organisation. All employees are expected to commit to the journey of achieving B Corporation Status.

SAFEGUARDING STATEMENT

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment.

EQUALITY, DIVERSITY AND INCLUSION

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards Equality, Diversity and Inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.





EMPLOYEE BENEFITS

£26,000 per annum salary

28 days annual leave inclusive of bank/ public holidays

Relocation expenses if required

Company pension scheme

Staff social activities

Inclusive and welcoming environment - equality, diversity, and inclusion priorities are embedded throughout the organisation

Support for health and wellbeing, including access to occupational health support and confidential counselling

Discount in the Grimsby Town Football Club shop

Discounted Grimsby Town Football League fixture tickets

Interested? For further information and application information via iRecruit, please visit gtfc.co.uk/category/vacancies

1. The deadline is midnight on Sunday 23rd February
2. Interviews to be held week commencing 24th February

Please note we reserve the right to close the vacancy earlier than scheduled if a sufficient number of applications are received.

Grimsby Town is an equal opportunities employer and aims to ensure all applicants are treated fairly and equitably regardless of gender, race, colour, ethnicity, age, disability, social economic background, religious or political beliefs, marital status, maternity or paternity or sexual orientation.



North East Lincolnshire is a great place to live and bring up a family. There are a number of beautiful locations in and around the area of Grimsby and Cleethorpes which are ideal places to live, and our house prices are among some of the most affordable in the country. We are also on the doorstep of the Lincolnshire Wolds - an area of outstanding natural beauty.

Grimsby is at the centre of one of the biggest renewable energy booms in the whole of Europe, resulting in a growth of retail, hospitality and leisure facilities across North East Lincolnshire. Cleethorpes is blessed with one of the longest and naturally beautiful beaches and the town has great events that attract visitors from all over the country, including carnivals, air displays, street markets and other cultural events.

The location also has great transport links with two train stations, an international airport less than 20 miles away, and being less than an hour away from Hull, Lincoln and Doncaster.

North East Lincolnshire is a truly wonderful place to live and work.



Blundell Park
Cleethorpes
DN35 7PY