



JOB DESCRIPTION: Sales & Marketing Coordinator (Conference & Events)

Department	Commercial	
Report to	Catering General Manager and Commercial Marketing Manager	
Remuneration	£21,000.00 - £23,000.00	
Contract	Full Time (40 hours)	
Working Pattern	Monday to Friday + match days/special events	
Key Relationships	Internal	External
	Sales & Hospitality Department Marketing / Graphic Design	Clients Local vendors Sponsors & Hospitality Customers
Operations	<ul style="list-style-type: none"> • Ensure that all events are provided the service as set by the client. • Support the sales department and management team with admin duties. • Ensure that for each event all relevant information is passed to the required people and departments and ensure that the events diary is always accurate and updated daily. • To maintain positive and accurate correspondence with all clients and ensure that all non-food/drink items are ordered for an event. • To meet clients and conduct stadium show rounds. • To hold a weekly event brief meeting with the sales team. • Maintain the filing/archive system to allow quick access to client/event details. • Engender good staff, customer, and client relations at all times. • To ensure that all systems and procedures comply with the Health & Safety and Food Safety Manuals and are always maintained throughout the year. • To identify and develop business opportunities using either products, service or client relations. • To plan an effective marketing strategy with the wider marketing team within the club for the non-matchday side to the business. • To support the whole management team in all areas of the operation. 	
Financial	<ul style="list-style-type: none"> • To ensure that all cash and stock on site within your area of responsibility is always kept safe. • To ensure that cash handling procedures are always followed, reporting any problems to the General Manager immediately when they come to light. • To ensure that all financial administration within your area of responsibility is completed on a timely basis. 	
General	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. 	



	<ul style="list-style-type: none">• To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.• To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety• Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
<ul style="list-style-type: none">• Excellent communication skills, both verbally and written• Commitment to customer service and detail• Dynamic, confident, determined, pro-active, organised and methodical• The ability to handle pressure and meet deadlines• Computer literate (especially in CRM platforms, Microsoft Word, Excel and Outlook)• The ability to work independently and as part of a team• A knowledge and track record of event planning would be desirable	

The closing date for this vacancy will be **5pm on Wednesday 20th January 2021.**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#) or email hrcatering@swanseacity.com to request an application form.

Please note CV's will not be accepted.

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview