



Notts County Football Club

Meadow Lane, Nottingham, NG2 3HJ

0115 952 9000

office@nottscountyfc.co.uk

NOTTS COUNTY FOOTBALL CLUB – VACANCY

JOB TITLE:	Venue Executive/Manager
REPORTING TO:	Head of Venue
RESPONSIBLE FOR:	Non-Matchday Event Staff
CONTRACT:	Permanent
SALARY:	Please put forward your desired salary for this position
HOURS OF WORK:	Nominal 35 hour working week to include all matchday and non-matchday events (weekends and evenings)

ROLE PURPOSE

You will work together to support the commercial team in the pivotal role of Venue Executive/Manager (dependant on experience) to ensure the smooth day-to-day operational running of matchday (hospitality) and non-matchday events here at Meadow Lane.

As the Venue Executive/Manager you will be the first point of contact for all clients relating to their non-matchday events. In addition to this, the successful candidate will be responsible for the physical setup of rooms and all relevant paperwork and signage for events.

KEY RESPONSIBILITIES

- Lead on sales and delivery of non-matchday events such as, weddings, birthdays, wakes, proms and other celebration events at the Meadow Lane Stadium.
- A hands-on approach to overseeing the hospitality function to a matchday here at the Meadow Lane Stadium.
- Create and follow detailed proposals for events, including timelines, food and drink requirements, room setups and other specific client requests.
- Work closely with the Head of Venue to rota staff for matchday and non-matchday events specific to the catering department.
- Manage a team of event staff, giving full briefings and providing the necessary customer service training.
- Be responsible for new starter inductions, the paperwork and the monitoring and administering of working hours to ensure accurate payroll processing.
- Developing a good understanding of the Notts County Football Club commercial portfolio.
- Making regular contact with clients once a booking has been made by the sales team.
- Keyholder for the stadium.
- Setting up and breaking down rooms on a regular basis.

www.nottscountyfc.co.uk

Notts County Football Club Limited
VAT No. 828477978 | Company No. 04789632



@official_ncfc



nottscountyfootballclub



@nottscountyfc



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- Regular line cleaning.
- Maintaining high standards throughout all our function rooms.
- Any other duties commensurate with the nature and scope of this role.

TECHNICAL SPECIFICATION

- First class communication and tech skills, including Excel, Word, and PowerPoint.
- Professional customer service skills and ability to demonstrate excellent product knowledge, combined with enthusiasm and friendliness, to enhance our commercial client database.
- A good understanding of Conferencing and Events.

PERSON SPECIFICATION

- Previous experience in the hospitality industry.
- Appreciation of quality service and a keen eye for detail.
- Outstanding administrative and organisational skills.
- Must be able to work under pressure, at business-critical times, multi-tasking, and prioritising workloads as necessary.
- Flexible approach to work, and working hours, and understands that due to the nature of the business, will be required to work evenings and weekends, when required.
- Understands the need to be sensitive and confidential in relation to information and data and understands the principles of GDPR in relation to the management of personal and sensitive data and information.

HOW TO APPLY

If you wish to apply for this role, please submit your CV and covering letter to Jordan Worthington, Head of Venue, by email to jordan.worthington@nottscountyfc.co.uk before the closing date.

CLOSING DATE

- The deadline for all applications will be close of business on Wednesday 7 February 2024.
- Any applications received after this date will not be considered for the role.

The appointment of the successful candidate will be subject to two professional/personal references to the satisfaction of Notts County Football Club.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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