



# ASTON VILLA FOOTBALL CLUB

**Job title:** Hospitality Administrator

**Department:** Hospitality

**Contract** Permanent

**Hours of work:** 35 hours per week (includes matchdays evenings and weekends)

**Salary:** £22,000 - £25,000 per annum depending on experience

**Location:** Villa Park

**Closing Date:** 22 May 2022

## 1. The Department

The Hospitality team are responsible for the sales and delivery for all Matchday hospitality along with adhoc club events such as End of Season Awards Dinner and Play on the Pitch experiences.

## 2. The Role

We have an exciting opportunity for a Hospitality Administrator to join our team based at Villa Park. The role will be responsible for managing all administration for matchday hospitality. This role is responsible for communication between internal and external providers that support our matchday operation. The role supports all administration for the hospitality team and manages the CRM and ticketing systems.

## 3. The Person

The ideal candidate will have experience of working in a fast-paced sales environment with a proven record of administration skills. Ideally you will be proficient in Microsoft Office particularly in advanced Excel and CRM systems. This is a busy role that requires strong organisational skills and ability to adapt to changing conditions quickly. You will also have demonstrable experience of delivering exceptional customer service and solving problems

**As part of your application, please ensure you upload your CV and Cover Letter.**

For further information, the role profile and to apply please go to: [careers.avfc.co.uk/](https://careers.avfc.co.uk/)

## Right to Close Vacancy Posting Early

The Club reserves the right to close any advertised vacancies earlier than the advertised closing date if sufficient applications have been received.

## Equality Statement

*Aston Villa Football Club celebrates the diversity of its Club and embrace equal opportunities for all. We are proud to be a Disability Confident employer and fully support The FAs Football Leadership Diversity Code.*

*We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.*

## Safeguarding Statement

*Aston Villa Football Club is fully committed to safeguarding children and adults at risk across our Club.*

*As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club. For more information, please see [AVFC - Safeguarding](#).*