



Recruitment Officer - Matchdays

Location: The Valley, Floyd Road, London or as required

Hours: Monday to Friday, 9:00am-5:00pm and Matchdays (Some evening and weekend work may be required)

To apply: [Job Openings \(peoplehr.net\)](http://peoplehr.net)

This position is a unique opportunity to join a Football Club ensuring we attract the best staff available, and that the service we provide to our fans is of the highest standard. You will be responsible for supporting the event day management team to ensure the correct casual and agency staff are booked for events taking place at our stadiums and training ground. You will recruit and train staff as well as maintaining relationships with external staffing agencies.

Who We Are

Charlton Athletic Football Club is an English professional association football club based in Charlton, south-east London. The Club currently competes in League One, the third tier of English football. The club was founded on 9 June 1905 and has a very storied history from rising to the Top-Flight of English Football in the 1930.s (First Division) and again in the 1980's Premier League) to winning the FA Cup in the 1940's and to leaving the Valley Ground in the mid 1980's only to make an impassioned return in 1992. Charlton can be truly described as a Family Club.

Key Responsibilities

- Maintain a list of casual staff and stewards through ongoing recruitment, including advertising and interviewing and ensuring all right to work documents are complete.
- Day to day management of the casual workforce including bookings, amendments, issuing of event instructions and uniform requirements.
- To develop the existing University of Greenwich relationship to provide employment opportunities to students.
- Performance management of the casual workforce and providing training when required.
- Processing of hours to ensure casual workers are paid correctly.
- Produce staffing lists to be sent to venues/security to strict time constraints.
- Liaising and maintaining relationships with staffing agencies to ensure we are supplied with the best quality staff and rates offered are competitive.
- To be on site to check staff in at venues and, on occasion, out at the end of the event.
- Attending weekly meetings to discuss forthcoming events.
- Assisting event managers to ensure the smooth running of events.
- Supporting the business with human resource administration.

Person Specification

- Exceptionally organised with close attention to detail and impeccable standards.
- Creative, passionate and professional in the face of any challenge.
- A motivational and confident staff manager.
- Excellent at communicating with a range of stakeholders including casual staff, clients, suppliers and peers.
- Ideally 2+ years' experience working in recruitment and hospitality
- Passionate about service standards and customer experience.

What Will You Get From Us?

Benefits

We offer you a fantastic opportunity to work in a fast-paced, ambitious dynamic Football Club. In addition, we offer you the following benefits:

- Private Healthcare
- Mediacash cash back plan
- Employee Assistance (EA) program
- 5% discount in the Club Superstore
- Contributory pension scheme
- Other Perks (e.g., Free parking at the Valley and the Training Ground, Pizza Friday)

Additional Information

Safeguarding

Charlton Athletic Football club are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We endeavour to provide a fun, safe and welcoming environment where children and young people feel respected and valued.

- This is a full-time role that includes work on weekends and evenings
- Applicants must be eligible to live and work in the UK
- This post is exempt for the Rehabilitation of Offenders Act (1974) and the successful candidate must disclose all convictions spent convictions should be declared, that have not been subject to filtering by the DBS
- Charlton Athletic FC is committed to the principle of equal opportunity and its policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.
- Any personal data that you provide to Charlton Athletic Football Club Ltd (data controller) will be processed in line with applicable data protection laws and will be used only for the purpose of recruitment.
- We will keep your personal information for 6 months after which we will erase it. You can always choose to have your data erased earlier by emailing us at dpo@cafc.co.uk.
- We'd love to hear from you if you believe you can meet the challenges of working within an elite sporting environment.