



## Job Description

Job Title	Matchday Coordinator - 6 positions available
Reporting To	Head of Business Compliance & Operations
Department	Operations
Direct Reports	N/A
Location	Princes Park (Dartford, DA1 1RT)
FT/PT & Salary	Voluntary - 2 x Adult Season Tickets provided

### Key Objectives of the Role

To maintain the highest standard of operational support across the Club on home match days. To ensure supporters and stakeholders have a positive and memorable matchday experience.

### Main Duties/ Responsibilities

#### Matchday Operations

- In collaboration with the Head of Business Compliance & Operations manage the home matchday operations at Princes Park
- Assist with pitch perimeter advertising installation
- Coordinate player escorts, ball persons and flag bearers
- Organise press entries into the stadium
- Coordinate VIP entrance
- Act as friendly face to supporters and assist with any queries
- Assist with teamsheet distribution
- Manage turnstile entrance of supporters

#### General

- Contribute to a positive working culture by fostering a work environment that is appropriate to our values; professionalism, respect, integrity, discipline and effort
- All other duties that may arise from time to time and fall within the scope of the role.

### Person Specification

- Excellent organisation and planning skills with attention to detail.
- Experience in a fast paced environment and used to working to deadlines and under pressure
- A strong team player
- Ability to work flexibly, including weekends and occasional midweek evenings
- Passion to develop the women's game

**If you have the aspiration, drive, and qualifications to join our professional Club, please send your CV and cover letter (2 pages maximum) to [lewis.timms@londoncitylionesses.com](mailto:lewis.timms@londoncitylionesses.com) by 5pm 12th August 2022.**

Interviews will be held at a date to be confirmed and only those invited to interview will receive return notification from London City Lionesses.

London City Lionesses is committed to a policy of treating individuals fairly and recruiting, selecting, training, and promoting based on merit, experience, and other work-related criteria. We do not discriminate against any applicant based on age, race, religion, sex, disability, sexual orientation, or gender identity.