

IPSWICH TOWN FOUNDATION

MATCHDAY LOTTERY SELLER

Role Overview

Ipswich Town Foundation is recruiting for a Matchday Lottery Seller.

You will be an approachable and enthusiastic professional who is flexible, target driven, and has an ability to sell lottery tickets on behalf of Ipswich Town Foundation,

You will be responsible for selling lottery tickets at all Ipswich Town home matchdays.

This is a casual role requiring flexibility based on home matchdays,

Job Role Outline

You will be selling lottery tickets within the vicinity of Portman Road including the FanZone. You would be required for two hours on home matchdays prior to kick off.

The hours are subject to change according to the club's fixture schedule, though will usually be 12.30pm-2.30pm on Saturdays and 5.30pm-7.30pm for evening games.

You will receive an hourly rate plus commission dependent on the number of tickets sold.

Ipswich Town Foundation

Our Vision

An empowered, inspired and inclusive community to be proud of.

Our Mission

The Ipswich Town Foundation exists to provide impactful and inclusive activities to improve health, skills, opportunities, and lives of all generations across Suffolk.

By using the presence, power, and reach of Ipswich Town FC, we aim to inspire individuals to realise their potential both on and off the football pitch and create pride in their communities.

Our Core Values

- Honesty
- Hard Work
- High Standards
- Willingness to Learn
- Integrity



Role Specific Aims

- Selling tickets before all home fixtures with targeted KPI's.
- Work well within a team to produce record sales.
- Ensure exceptional customer service is always maintained.
- Be an ambassador for Ipswich Town Foundation.

Ipswich Town Foundation Responsibilities

- Adhere to all policies and procedures including safeguarding, Health & Safety, Behaviour Management, Equality, Diversity & Inclusion, Data Protection, and Quality Assurance and follow any additional requirements as detailed within the staff handbook.
- To always maintain a professional attitude and appearance.
- To report to Line Manager and attend Ipswich Town Foundation meetings or CPD when requested.
- Any other duties deemed necessary by Senior Leadership Team, HR & Admin Officer or Designated Safeguarding Officer.



SKILLS AND ATTRIBUTES

Skills and Attributes	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Attention to detail	✓	
Willingness to work unsocial hours, including all ITFC home matchdays	✓	
Excellent IT skills including Excel, Word and Powerpoint		✓
Excellent organisational skills	✓	
Approachable and can-do attitude	✓	
Ability to work individually and as part of a team	✓	
Experience of cash handling	✓	
Excellent verbal and written communication skills	✓	
Excellent customer service skills	✓	
Excellent multitasking and task prioritisation skills	✓	
Ability to work to deadlines and meet targets to assist the Foundation's growth	✓	
Ability to work individually and as part of a team	✓	
Hold First Aid and Safeguarding qualifications		✓
Hold Full driving license		✓

Equality, Diversity & Inclusion

Will demonstrate a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Safeguarding

- Will be committed to safeguarding the welfare of children, young people and adults at risk and will promote the welfare of these groups.
- Will have disclosed any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).
- Will have completed a satisfactory Enhanced DBS Check (with children's barred list check)
- Will keep both FA Safeguarding and FA Emergency First Aid qualifications in date.



Shortlisting and interviews will take place throughout the duration of the vacancy advert. This may mean the vacancy could close early should suitable candidates be found.

Applicants should be aware that due to the high volume of applications received, we are unable to respond to individuals during or after the recruitment process.

Closing date: Ongoing.

Ipswich Town Foundation is an Equal Opportunities Employer. Ipswich Town Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Enhanced DBS checks are required for relevant posts.

If you have the required skills, please apply by completing an application form via the Jobs & Careers page at itfc.co.uk.

For any questions, contact HR & Admin Officer Chloe York at **chloe.york@itfcfoundation.co.uk.**

IPSWICH TOWN FOUNDATION

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