



Job Description

Position:	Events and Matchday Coordinator
Timescale:	Permanent, Full time
Place of Work:	Sophia Gardens, Cardiff
Department:	Conferencing and Events
Salary:	27500 – 29000
Accountable to:	Hospitality and Events Relations Manager

Closing date for applications: 18th October 2026

1. Job Summary

As Events and Matchday Coordinator, you will be responsible in assisting the Hospitality and Events Relations Manager in coordinating matchdays, concerts, conferences and events. You will have a passion for events, preferably with a background in either the hospitality/food and beverage sector, or in an administrative role.

2. Key Responsibilities

- Assisting the Hospitality and Events Relationship Manager with the co-ordination of functions, conferences, events and match days
- Creating bookings using our CRM system
- Be responsible for bookings from enquiry to on day delivery
- Attend and prepare regular briefing meetings with the hospitality and sales teams
- Raising deposit and post event invoices and ensure the department has received payment in advance for applicable events
- Issuing hospitality tickets for matchdays and events
- Continue working relationships with the other departments at the club
- Any other reasonable duties as requested by management

3. Nature and Scope of Job

A. Job Context:

As Events and Matchday Coordinator, you will be responsible in assisting the Hospitality and Events Relations Manager in coordinating matchdays, concerts, conferences and events. Preferably you will have a background in either the hospitality/food and beverage sector, or in an administrative role, but have a passion for events.



B. Working Relationships:

- CEO
- Senior Management Team
- Hospitality and Events Management
- Glamorgan staff including stewards and other part-time staff
- Suppliers and Contractors
- Sponsors and commercial partners
- Glamorgan Board and members
- General public

4. Knowledge, Skills, and Experience

- Excellent communication skills
- Highly organised with a focus on attention to detail
- Time management and prioritisation, able to meet deadlines
- Able to work well individually and as part of a team
- Customer focused, friendly and approachable
- Calm under pressure, resilient
- Adaptable, responding to changing requirements and challenging situations
- Professional, maintaining a positive attitude and appropriate standards of behaviour
- Comfortable handling confidential information
- Ability to demonstrate a passion for events

Desirable:

- Experience working within the Sports, Entertainment or Events industry

Safe Recruitment

This role is subject to the following safer recruitment checks:

- Verification of identity and right to work in the UK
- Satisfactory references, including one from the most recent employer
- Safeguarding induction with the Club Safeguarding Lead
- Agreement to adhere to Glamorgan's safeguarding, conduct, and data protection policies

Employment is conditional upon the successful completion of all checks.

Safeguarding

We want to make all opportunities at Glamorgan County Cricket Club accessible to anyone who wants to apply. If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss it with you.

We are committed to providing a safe and inclusive environment here at Glamorgan. All applications for all roles at Glamorgan County Cricket Club will be subject to safer recruitment



principles. Applicants will be required to complete a self-declaration form, will have references checked and dependent upon role may be required to obtain Enhanced DBS vetting.

Equal Opportunities

Glamorgan County Cricket Club is an equal opportunities employer and would welcome expressions of interest from a full diverse range of candidates, regardless of age, gender, ethnicity, pregnancy or maternity, sexual orientation, faith, or disability.

This job description is only a summary of the role as it currently exists and is not exhaustive or comprehensive. The responsibilities and accountabilities might differ from those outlined and other duties, as assigned, might be part of the job.

Application Process

To apply for this role, please send a CV and application form to:

recruitment@glamorgancricket.co.uk