



HOSPITALITY AND EVENTS EXECUTIVE Job Description

Job title: Hospitality and Events Executive

Reporting to: Head of Commercial

Location: Plough Lane

Role Description:

AFC Wimbledon is a professional football club based in Wimbledon, London, with an astonishing history, having been reformed in 2002 to continue 135 years of Wimbledon sporting representation.

In 2020 the club returned home to Plough Lane, Wimbledon - to the brand-new Cherry Red Records Stadium - a purpose-built long-awaited modern stadium with 9,000 capacity and excellent corporate and event facilities, funded by the dedicated contributions of its fans.

The original Wimbledon FC played just yards away for 70 years and achieved worldwide fame by going from non-league to the Premiership, and beating Liverpool in the 1988 FA Cup Final. Owned by its fans through membership of The Dons Trust, AFC Wimbledon exemplifies community spirit and fan engagement - with award-winning community schemes and charitable endeavours alongside its sporting achievements.

Our men's team play in League One, our women's team also play in the third tier, and our Academy consistently develops young players who go on to become professionals in our first team or elsewhere, with our youth teams regularly beating those of Premier League and Championship sides.

AFC Wimbledon are looking to recruit a driven, dynamic and personable Hospitality and Events Executive to support the day-to-day commercial operations at the Cherry Red Records Stadium.

The Hospitality and Events Executive is an entry-level position designed to support the Commercial Manager (responsible for matchday hospitality and events) in their day-to-day duties.

The role includes sales and delivery across mascots, hospitality and events. It will also include administrative tasks including ticket processing, sponsorship / event activations, match day preparation and delivery.

The successful candidate will play a key part in the Club's commercial activity, liaising with the Club's commercial partners, hospitality guests and internal departments, delivering best in class service at every matchday and event.

Key Responsibilities:

- To take an active role in the sales and delivery of Matchday hospitality, Mascot packages, and non-matchday events and support across all other commercial partnerships delivery
- To support the Commercial Manager to process corporate bookings, to communicate with hospitality guests regarding ticketing, menus, itineraries and general match day information (<https://www.afcwimbledon.co.uk/tickets-hospitality/hospitality>)
- Be the first point of contact for inbound calls, and to manage the shared commercial, hospitality, and events email inboxes.
- To support with the delivery of all match days at the Cherry Red Records Stadium across our Lounges, Corporate Boxes and Boardroom
- To support operational relationships with suppliers, partners, and internal departments, to ensure optimal planning and successful delivery of matchday hospitality experiences
- To build positive working relationships internally and externally with a variety of colleagues and partners
- To proactively source new leads for mascot sales and ensure those leads are followed up
- Research and attend events / exhibitions to generate business / improve the Club's commercial delivery and experience
- Assist with the match day follow up, debrief and analysis process

The successful candidate will have administrative responsibilities in the following areas:

- Matchday sponsorship packages:
<https://www.afcwimbledon.co.uk/commercial/matchday-sponsorships>
- Kit sponsorship packages - sales and event delivery
(<https://www.afcwimbledon.co.uk/commercial/player-kit-sponsorships>),
- Leadership of Matchday Mascot packages (sales and delivery)
<https://www.afcwimbledon.co.uk/commercial/matchday-mascots>
- Matchday hospitality sales

- <https://www.afcwimbledon.co.uk/tickets-hospitality/hospitality>
- Non-matchday event (filming, pitch hire) delivery

We are seeking a versatile individual with a positive 'can do' attitude, a multi-tasker, and someone with outstanding communication and interpersonal skills. The successful candidate will be a great team player with a really strong attention to detail.

Personal Skills

- Someone who will align with our core values:
 - Togetherness
 - Resilience
 - Constant Improvement
- A polite and professional manner, well presented with a clean and smart appearance
- Strong communication skills
- Strong interpersonal skills, ability to build strong and long-lasting relationships
- Strong organisational skills
- Diligent & conscientious, attention to detail
- Reliable
- Ability to use own initiative as a self-starter, but a team player at heart
- Calm under pressure
- Problem solver, who is proactive
- Supporter/customer-first mindset
- A self-motivated individual who thrives in a fast-paced environment, with the ability to work flexibly with a range of internal and external stakeholders.

Key requirements

- Essential / Desired Requirements
- Desired - A minimum of one years' experience in a sales / events / partnerships / hospitality environment or a graduate with strong commercial acumen
- Essential – strong interpersonal and communication skills
- Essential – a willingness to learn and develop
- Essential - to have a solid understanding of the sports and hospitality industry
- Essential – a desire to pursue a career in the commercial side of sport
- In line with the fixture and events schedule, the duties of the post require weekend and evening work (time off in lieu granted accordingly). The individual will be expected to work all home major matchdays.

Other requirements

- Upholding and promoting the Club's policies and procedures, including Health and Safety, Safeguarding and Equal Opportunities policies and procedures

Package

- London Living Wage of £28,860 per year
- 25 days holiday, plus days in lieu for matchdays
- 3% employer pension
- Social calendar of staff events (by way of example, staff outings to cricket and tennis in recent months, Christmas party).

- Access to Employee Assistance Programme
- Other benefits being established

The role will be offered on a permanent basis working 35 hours per week.

Closing date: Friday 12 June 2026

How to apply: email your CV and one page cover note to

HR@AFCWimbledon.ltd.uk

AFC Wimbledon is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religion or belief, sex or sexual orientation.

AFC Wimbledon is committed to safeguarding all children, young people and adults are risk involved in its activities and events. The group recognizes its responsibility to safeguard the welfare of vulnerable groups by a commitment to procedures to protect them. The group additionally expects all staff and volunteers to fully support and promote these commitments.

