**Event Sales Assistant - Expression of Interest Form**

Welsh Gymnastics is fully committed to providing a professional, engaging, and high-quality experience for all attendees, ensuring the success of events both on and off the competition floor.

The individual fulfilling the Event Sales Assistant position plays a vital role in creating a welcoming and efficient environment at the merchandise and photography stall. As a key point of contact for customers, the Stall Worker must ensure excellent customer service, assist with sales and operations, and help maintain an organized and visually appealing stall.

**Requirements**

* Strong customer service skills with a friendly and approachable attitude
* Ability to handle cash and card transactions accurately and efficiently
* Experience in retail, sales, or event support (preferred but not essential)
* Ability to work in a fast-paced environment and handle busy periods
* Good organizational skills to keep the merchandise and photography area tidy and well-stocked
* Comfortable engaging with event attendees and promoting products/services
* Basic understanding of stock management and restocking procedures
* Ability to work as part of a team and follow instructions from event coordinators
* Punctual, reliable, and committed to delivering a positive customer experience
* A passion for gymnastics or sporting events is a plus

**Responsible to**

* Event Organizer

**Key responsibilities**

As an Event Sales Assistant, you will play an important role in ensuring a smooth and enjoyable experience for attendees visiting the merchandise and photography booth. Your responsibilities will include assisting customers with purchases, handling transactions, maintaining a well-organized and visually appealing display, and supporting the photography team in managing orders and inquiries. You will be expected to provide excellent customer service, work efficiently during busy periods, and contribute to the overall success of the event. In addition, the job will involve helping to pack away equipment at the end of the event and supporting the event organizer with setting up and taking down the competition area. We will provide comprehensive training on how to use our systems.

**Employment:**

This role is being offered on a contract of services, with the successful applicants will be added to a pool of Event Sales Assistants**. A calendar of events will be shared with the pool and s**hifts allocated on a first-come, first-served basis.

The payment for this position will be a competitive age-related hourly rate. We are committed to offering competitive pay that reflects the skills and responsibilities associated with the role. Details of any pay adjustments will be discussed during the recruitment process.

**Safe Recruitment:**

As part of our commitment to safe recruitment practices, successful applicants will be required to undergo a DBS check and provide references prior to completing any paid activities. Further details of the safe recruitment procedures will be shared during the interview stage.

**Expression of interest**

**Personal information**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Gender |  |
| Email Address |  |
| Club (if applicable) |  |
| BG/WG membership number and level (if applicable) |  |
| Any other relevant qualifications |  |

**Why would you like to become an Event Sales Assistant for Welsh Gymnastics?**

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**What experience and skills do you have that you feel are vital for the role?**

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Following the submission and review of Expression of Interest forms, applicants may be required to attend an informal interview.

If you are interested in applying, please complete the form and send to [finance@welshgymnastics.org](mailto:finance@welshgymnastics.org)