



The Mighty Draw, Harlequins Foundation official match day raffle, is launching this 2018/19 season and are looking for a manager who can help with setup, management and breakdown the match day raffle.

Tickets to the Mighty Draw are £3, with fans getting the opportunity to win money can't buy experiences (meet the players etc), merchandise and tickets to games. Proceeds are donated to the Harlequins Foundation and Harlequins Academy, with every ticket supporting work in the community.

You'll need to be available up to 4 - 5 hours before each home game have good organisational skills and be able to manage a team of sellers on matchdays.

<b>Job Title:</b>	Mighty Draw Match Day Manager
<b>Pay:</b>	£13.38 per hour (+£1.62 per hour holiday pay). £15 per hour total.
<b>Start Date:</b>	15 September 2018
<b>Hours:</b>	5 - 6 hours per matchday.
<b>Role Purpose:</b>	Proactively manage a team of sellers to engage with supporters raising money for the Harlequins Foundation through the sale of Mighty Draw tickets.
<b>Tickets:</b>	The manager may be eligible to receive tickets to the game and will be able to watch from shortly after kick off (after cash reconciliation).

#### Key Accountabilities:

- Match day management of 10 - 15 Mighty Draw sellers
- Match day equipment set up and break down
- Staff training and motivation (leading the briefing)
- Equipment preparation and maintenance
- Cashing up and associated administration (closing the draw)

#### Personal Qualities:

- Organised and able to manage both staff and equipment
- Able to lead a large team
- Able to use the raffle platform and used to working with a computer / mobile phone
- High energy and highly motivated
- Reliable and committed to working all home fixtures
- Knowledge of Harlequins RFC and Harlequins Foundation preferred

#### Skills and experience:

- Ability to manage and lead a team
- Ability to handle cash on behalf of the Foundation
- Experience in management essential

If interested, please contact Funder Inc (the operator of the Mighty Draw and employer of the sales team) on email [team@funder-inc.com](mailto:team@funder-inc.com) with your name, contact details and why you think you'd be a good fit managing the Mighty Draw. Candidates must be over 18 and have the right to work in the UK.

