



RECRUITMENT PACK FOR THE ROLE OF
CONCOURSE & BAR STOCK APPRENTICE

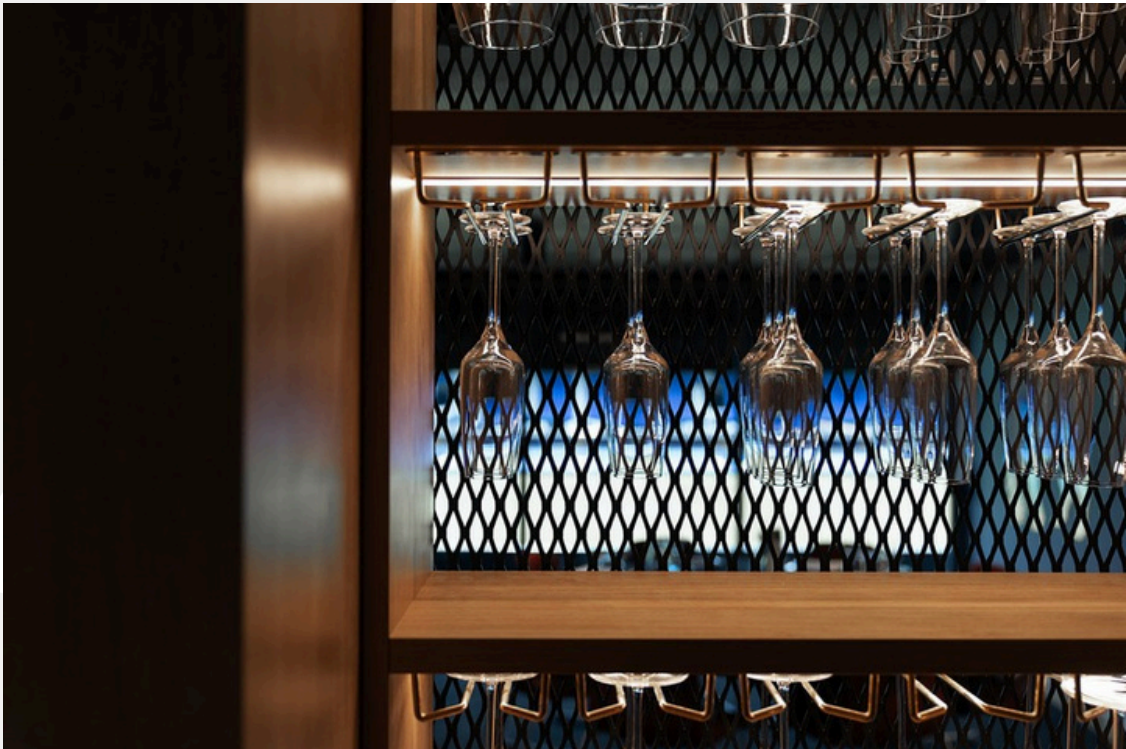
HOURS PER WEEK: 37.5 HOURS
CLOSING DATE: 10 MARCH 2026
LOCATION: PORTMAN ROAD



CONCOURSE & BARS STOCK APPRENTICE **RECRUITMENT PACK**

The main purpose of the role is to support the safe and efficient movement, storage, and replenishment of stock across stadium concourse kiosks, bars, and hospitality areas.

The role focuses on learning practical logistics skills, safe handling of goods, and understanding how stock flow directly impacts service speed, quality, and matchday operations. Ensuring smooth matchday operations while developing practical logistics and warehouse skills through a 12-month supply chain warehouse operative apprenticeship.





CONCOURSE & BARS STOCK APPRENTICE RECRUITMENT PACK

ACCOUNTABILITIES:

- Stock Movement & Logistics
- Receiving, unloading, and movement of deliveries
- Stock redistribution based on operational demand
- Receive, unload, and check incoming deliveries against purchase orders and delivery notes.
- Load and unload vehicles safely and efficiently.
- Operate warehouse equipment such as pump trucks, electric pump trucks, lift jacks and forklifts (where licensed).
- Ensure stock is stored correctly and rotated in line with correct routes and timings.
- Conduct regular stock checks and assist with inventory control procedures.
- Ensure all goods are handled carefully to prevent damage.
- Maintain a clean, safe, and organised working environment in line with health and safety regulations.
- Work collaboratively with team members and other departments to meet productivity targets and deadlines.



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PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none">• Understanding the importance of following safety procedures.	<ul style="list-style-type: none">• Awareness of working safely in a busy, fast-paced environment.
Skills and Abilities	<ul style="list-style-type: none">• Positive attitude and willingness to learn.• Good communication skills.	<ul style="list-style-type: none">• Confidence handling stock or equipment
Education and Training	<ul style="list-style-type: none">• Commitment to completing required training and assessments.	<ul style="list-style-type: none">• Any warehouse or logistics-related qualification.
Other Requirements	<ul style="list-style-type: none">• Flexibility to work evenings, weekends, and matchdays.	



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WHO ARE WE?

Ipswich Town Football Club has a proud history and an exciting future.

Already one of the most storied clubs in England following the successes of Sir Alf Ramsey and Sir Bobby Robson in the 1960s, 70s and 80s, promotion to the Premier League for the 2024/25 season was the culmination of a journey which saw the Club rise from the third tier to the top table of English football in successive seasons, led by Chairman Mark Ashton and Manager Kieran McKenna.

Significant investment has been made in all areas of the Club in recent years, with upgrades to Portman Road making our home a venue fit for world class concerts, top-level boxing and other events, while the next major development project will see the construction of a state-of-the-art performance complex at our Playford Road training base as we look to build a platform for sustained success.

The work of our vibrant Foundation underpins our commitment to Ipswich and Suffolk, with a full range of initiatives supporting our aim to build an empowered, inspired, and inclusive community.

The Club is committed to building an inclusive, ambitious, hard-working, passionate and energetic team off the pitch as well as on it, with our people knowing they can make a real difference as we strive for further success.

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IF THIS IS YOU:

If you are interested in applying for the role, please complete an [online application](#) form detailing why you are the ideal candidate for this position. Please note CVs will not be accepted for this role.

Closing date for applications: 10 MARCH 2026

Please note that due to the high volume of applications we receive, only those successfully shortlisted for the role will be personally contacted. Therefore, if you haven't heard from us within four weeks of the closing date, please assume you haven't been shortlisted on this occasion.

SAFEGUARDING STATEMENT

Ipswich Town Football Club is committed to safeguarding the welfare of children, young people and adults at risk and requires all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

EQUALITY STATEMENT

The successful candidate must ensure a positive commitment towards equality and diversity 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.



WELCOME TO SUFFOLK

There is a traditional theme running through Suffolk. It is a region of seaside entertainment, fish and chips on the beach and lazy days in the county.

Beautiful Constable countryside, fabulous coastline, remarkable wildlife and more. You can take a step back in time to explore Suffolk's fascinating history, and get right back up to date by visiting the modern, bustling town of Ipswich. There are also some great beaches in and around the area.

Ipswich has a unique, diverse identity with high quality restaurants, harbourside cafes, arts and shopping opportunities, making it the ideal place to live.

Wider job opportunities for your family are readily available in and around Ipswich in a number of different industries.

COMMUTING:

Ipswich is well connected both domestically and internationally.



Heading west on the A12, London is 86 miles away, while northbound on the A14 you can be in Cambridge within 60 minutes.



Frequent trains from Ipswich to London go directly into Liverpool Street and take just over 60 minutes



Ipswich Station,
Burrell Rd,
Ipswich
IP2 8AL