



28th August 2019

Dear Applicant

Re: Part-time Room Hire and HQ Officer Vacancy at Cambridgeshire FA

Cambridgeshire FA have a vacancy for a part time Room Hire and HQ Officer to maximise and manage room hire bookings and ensure cleanliness of CFA premises.

- **The role is part-time (15 hours per week)**
- **Salary: £18k (pro-rata) plus commission**

Thank you for your interest in the above role. A role profile is enclosed within this document.

If you feel that you meet the requirements outlined in the role profile and have the necessary skills and attributes to make a positive contribution to football in Cambridgeshire, we look forward to seeing your application.

To apply: please send an email, with your CV and a covering letter attached, outlining your suitability for the role and how you meet the requirements. Please include details of any notice period with your current employer and the details of two referees (who will only be contacted if you are offered the position).

Please mark your email 'Private and Confidential' and send to Martha Sutherland, Marketing and Operations Officer, at martha.sutherland@cambridgeshirefa.com

Applications should be received by 12 noon Monday 23rd September 2019.

Interviews will be held on Friday 11th October 2019. We will contact you to arrange interview details if you are shortlisted.

Thank you again for your interest in the role and we look forward to receiving your application.

Yours sincerely

Joanne Bull,
Cambridgeshire FA Chief Executive Officer



Role Profile

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| Job Title: | <i>Room Hire and HQ Officer</i> | Reports To: | <i>Marketing and Operations Officer</i> |
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| Role Purpose: | |
| To maximise and manage room hire bookings and ensure cleanliness of CFA premises. | |
| Direct Reports: | <i>None</i> |

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| Key Accountabilities: | |
| <p>Manage all aspects of room hire bookings including the following:</p> <ul style="list-style-type: none"> • Marketing and promotion of rooms to potential hirers to maximise income • Manage the online booking system • Ensure completion of administration including room hire agreements • Liaise with hirers and order appropriate refreshments if required • Manage room hire finances including invoicing • Prepare room with the required set up and resources for hirers ensuring rooms are clean and bins are empty • Ensure hot drinks machine is stocked and readings are taken • Clean and tidy rooms after hires <p>Clean all areas of CFA HQ according to the cleaning schedule Ensure compliance with CFA's health and safety policies. Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within football. Execute additional tasks as required in order to meet CFA's changing priorities. An understanding and awareness of generic Equality law and of good practice within sports equality</p> | |

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| Behaviours: | |
| <ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery • Customer Excellence | |
| Values: | |
| <ul style="list-style-type: none"> • Passion, Service, Excellence, Collaboration, Professional, Friendly | |

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| Essential Skills and Experience: | Desirable Skills and Experience: |
| <ul style="list-style-type: none"> • Excellent customer service skills • Good communication skills • Good organisational skills • Good IT skills • Able use initiative • Knowledge of COSHH • Willingness and ability to work unsocial hours | <ul style="list-style-type: none"> • Marketing/promotion experience • Experience of COSHH • Driving licence |

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| Further Information |
| <p><i>The role may involve lone working before or after office hours in order to prepare rooms ahead of hirers arriving, and/or tidying and locking up after hires.</i></p> <p><i>The CFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS</i></p> |



process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided

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| Enhanced CRC Check Required: | Yes |
| Clean Full Driving Licence: | Desirable |

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| Created by: | <i>Jo Bull, Chief Executive</i> |
| Date Role Profile Created: | 16/07/2019 |
| Signed by Role Holder: | Jo Bull |