** Middlesex Community Football Centres Ltd**

**Receptionist**

**Role:** Receptionist

**Contract Type:** Permanent

**Hours per week:** 35 hours

**Starting Salary:** £16,000

**Base:**  Middlesex FA, Rectory Park, Northolt, Ealing UB5 5FA

We are excited to offer a unique opportunity to join our team in a brand new role as a Receptionist.

This is an exciting time with the construction of new facilities incorporating our Headquarters, two full-size artificial 3G football pitches, changing rooms and community space.

This fantastic opportunity offers the right candidate the chance to embed the values of commitment, creativity, collaboration and connection across the Company, maximising the impact of the new facility and associated community space, for the benefit of the local grassroots football and the community.

This position reports directly to the Centre Manager and will function to drive customer engagement through successful management of all aspects of the Company Headquarters, ensuring the safe and cost-effective operation of the venue.

We are looking for someone who possesses an enthusiasm for customer excellence and drive for maximising the opportunities for using the facility. The Receptionist needs to have a good understanding of working front of house with a focus on delivering outstanding customer service and facility compliance. They must have a desire to generate and maintain new users, using their knowledge and experience of selling and creating a welcoming and professional environment.

The facility accommodates a modest catering option and the Receptionist must be prepared to support this operation.

You must be able to work under pressure, handle multiple priorities and meet deadlines. You will also have experience in working within a sports facility environment including health and safety requirements.

Candidates must be able to demonstrate team working skills and the ability to work both unsupervised and under their own initiative. The successful candidate must be willing to work at weekends and evenings within a rota.

For further information on the role, please speak with Andrew Perren, Centre Manager on 020 8515 1911 or email: [andrew.perren@middlesexfa.com](mailto:andrew.perren@middlesexfa.com)

**How to apply**

To apply for an application pack please email: [andrew.perren@middlesexfa.com](mailto:andrew.perren@middlesexfa.com)

**Closing date for all applications is:** 5pm – Friday 26th October 2018

**Interview date to be confirmed**

**Equality and Diversity**

We value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete an Equality and Diversity monitoring form to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

**Safeguarding Children and Vulnerable Adults**

As this role involves direct access to young people under the age of 18 and/or vulnerable adults, the successful candidate will undergo a thorough screening process to ensure their suitability for the role, which will include a Criminal Records Check through the Disclosure Barring Service.