

BAR STAFF

RECRUITMENT PACK



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Contents

About the Role	2
Role Profile	3
Application Form	4
Diversity & Inclusion Questionnaire	7



About the Role

The Sussex County Football Association Limited is seeking to recruit part-time Bar Staff to support the Stadium team in offering a high level of service to all facility users.

This position will be responsible for managing the bar and presiding over all pitch and room users whilst they are at the facility. Applicants should ideally have experience of working in a bar/pub and a background of working in a customer service environment and be both flexible and reliable. An understanding or interest of football is not essential but may help. A full role profile can be found below.

To join the team and be successful, applicants must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role. The interview panel must be convinced of the individual's passion, motivation and professionalism for the role.

The successful applicant will report to the Stadium Supervisor and thereafter to the Stadium Manager.

The facilities at our headquarters in Lancing are hired out every day. The 3G pitch for football training, matches, tournaments etc. and the rooms for parties, events and meetings, involving a member of the County FA being on-site at all times.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- Access to FA Cup Final and England tickets at Wembley Stadium
- Workplace Pension Scheme (if eligible)
- Personal Development Budgets
- Employee Assistance Programme
- Free Nike Staff Uniform every year
- Health Scheme
- Personal Accident policy
- Flexible working hours

This is a part-time role with hours of work of approximately 5-20 hours per week (dependent on candidate requirements) and predominantly weekends and mid-week evenings. The position will receive annual leave proportional to hours worked and a salary in the range of £12-£13 per hour, with a three-month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the **Stadium Supervisor, Brian Shacklock via Brian.Shacklock@SussexFA.com or call 01903 753547 (#225).**

There is currently no set closing date for applications, with interviews to be held as required and agreed. Please note that we are unable to acknowledge receipt of applications.

Disability Confident

The Sussex County FA prides itself on being an employer that *is* committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

Equality Statement

The Sussex County believe that football belongs to, and should be enjoyed by, anyone who wants to participate in it. We are committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

Role Profile

Job Title:	Bar Staff	Reports To:	Stadium Supervisor
Direct Reports:	N/A	Starting Salary:	£12-£13 per hour
Contract Type:	Part-time	Working Hours:	Approximately 5-20 hours per week (dependent on candidate requirements) and predominantly weekends and mid-week evenings
Location:	Sussex County FA HQ, Culver Road, Lancing, West Sussex, BN15 9AX		

Role Purpose:

- To support the Stadium team in offering a high level of service to all facility users

Key Responsibilities:

Bar

- Manage the bar/lounge during fixtures, functions or events
- Report any stock requirements

General

- Assist teams/clubs/players using the facility
- Ensure the facility is secure prior to locking-up
- Support and build links between teams/clubs/players and Sussex County FA
- Occasionally collect pitch-hire payments

Person specification

Essential skills:

- All round communications skills
- Able to work flexible hours
- Reliability

Desirable skills:

Essential knowledge and experience:

- Previous bar or stewarding role
- Experience of providing customer excellence

Desirable knowledge and experience:

- Interest in football
- Experience working in a customer service environment

Enhanced DBS Check required?

Yes

Full driving licence?

No

CFA Values and Behaviours:

- Progressive** - We embrace new thinking in the pursuit of continuous improvement
Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
- Respectful** - We set the standards for respectful behaviour across the game
Maintaining Standards, Role modelling, Respecting others' opinions and values
- Inclusive** - We champion and ensure that football is and will remain a game for everyone
Championing, Supporting, Including, Leading, Collaborative
- Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing
Driven, Stamina, Tenacious, Focused, Resilient
- Excellent** - The very best outcome can only be achieved by sustained excellence in performance
Be the best you can be, striving for success, excelling, exceeding expectations

(Office use only)



Applications can be accompanied by a Curriculum Vitae (CV). The decision to invite you to attend for interview will be based on the information you provide on this form. Sussex County FA is an Equal Opportunities Employer.

Bar Staff (Part-Time)

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Preferred Pronouns: she/her/hers - he/him/his - they/them/theirs - or other:

Address:

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Post Code:

Email Address:

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What is the best day and time to contact you?

--

What is the best number to contact you on?

--

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)*

*If not, it may be a requirement for this to be completed before appointment.

Please provide details of your education, qualifications and training that you have completed or are currently undertaking (*please attach a continuation sheet if required*):

[illegible]



Employment and volunteering history

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package. Important: Include any breaks in employment
(please attach a continuation sheet if required):

Dates	Employer's name/nature of business	Job title	Key Responsibilities	Salary/Benefits

How do I meet the requirements of the role?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. Please ensure you have read and fully understood the job advertisement and the role profile provided.

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(Please attach a continuation sheet if required)



Names and address of referees

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application. Please note: Appointment to the role will not be approved until suitable references have been obtained and approved.

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Accessibility

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer (if necessary)?

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form at the earliest opportunity.

Either email your completed application to Victoria.Windslow@SussexFA.com or post it to the following address:

Strictly Private & Confidential, Vicki Windslow, Bar Steward Vacancy, Sussex County FA, Culver Road, Lancing, West Sussex, BN15 9AX.

DIVERSITY & INCLUSION

DATA CAPTURE - SURVEY QUESTIONS



Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form. All information detailed will be treated anonymously.

Which of the following best describes your ethnic origin?

Please select the one answer which best describes you

White

White British (English, Welsh, Scottish, Northern Irish)

☐

White Irish

☐

White Gypsy or Irish Traveller

☐

Other White (please specify:)

☐

Mixed

White and Black Caribbean

☐

White and Black African

☐

White and Asian

☐

Other Mixed / Multi-ethnic background
(please specify:)

☐

Asian or Asian British

Indian

☐

British Indian

☐

Pakistani

☐

British Pakistani

☐

Bangladeshi

☐

British Bangladeshi

☐

Chinese

☐

British Chinese

☐

Other Asian/Chinese background (please specify:)

☐

Black or Black British

Caribbean

☐

British Caribbean

☐

African

☐

British African

☐

Other Black background (please specify:)

☐

Arab

British Arab (English, Welsh, Scottish, Irish)

☐

Other Arab background (please specify:)

☐

Other Ethnic Group (please specify:)

☐

Would rather not say

☐

Which of the following best describes your religious belief?

Please select one answer

No religion

☐

Buddhism

☐

Christianity

☐

Hinduism

☐

Islam

☐

Jehovah Witnesses

☐

Judaism

☐

Mormonism

☐

Sikhism

☐

Prefer not to say

☐

Other (please specify:)

☐



What best describes your sexual orientation?

Please select one answer

- Gay/Lesbian ☐
- Heterosexual/Straight ☐
- Bi ☐
- Pan ☐
- Prefer not to say ☐
- Not known ☐

What best describes your gender identity?

Please select the responses that best describes you

- | | | | |
|--------------|--------------------------|--------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Male/Man | <input type="checkbox"/> | I use another term (please specify:) | <input type="checkbox"/> |
| Non-Binary | <input type="checkbox"/> | | |
| Agender | <input type="checkbox"/> | | |

Do you have a trans history or does your gender differ from your sex assigned at birth?

Please select one answer

- Yes ☐
- No ☐
- Prefer not to say ☐

Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?

This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.

- Yes ☐
- No ☐
- Don't know ☐
- Prefer not to say ☐

How old are you?

Please select one answer

- 16-17 ☐
- 18-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-54 ☐
- 55-64 ☐
- 65+ ☐
- Prefer not to say ☐