

JOIN OUR TEAM

CENTRE MANAGER

APPLICATION PACK



FOR ALL



AN INTRODUCTION TO WILTSHIRE FA

Wiltshire FA is the not-for-profit, governing body of football in Wiltshire. With 1000 teams and in excess of 19,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

ABOUT THE ROLE OF CENTRE MANAGER

Wiltshire FA is looking to recruit a dynamic individual to lead the day to day operation of their new headquarters at Green Lane in Devizes. The Centre Manager is responsible for delivering the successful management of the new sports facilities at Green Lane. The facility will have meeting rooms, grass pitches and a 3G football turf pitch.

This position reports directly to the Football Development 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.

For more about the new facility please visit the website www.wiltshirefa.com

WHAT ARE WE LOOKING FOR?

Someone who;

- Possesses an enthusiasm for customer excellence, and can create a warm and welcoming environment
- Has a drive for maximising the revenue opportunities – attracting new users.
- Has a good understanding of facility operations
- Has a good understanding of compliance – especially in regard to health and safety and safeguarding.
- Is commitment to improving grassroots football – helping partner clubs improve and grow.
- Preferably has experience in supervising/delivering a catering operation.
- Can work under pressure, handle multiple priorities and meet deadlines.
- Has experience of people management.
- Can demonstrate team working skills.
- Will able to work both unsupervised and under their own initiative.
- Can commit to working at weekends and evenings.

WHAT CAN WE CAN OFFER IN RETURN?

- A salary of £22,000 - £24,000 (depending on experience)
- A generous holiday allowance - 28 days.
- A pension scheme with a company contribution.
- A commitment to learning & development – where we invest in our people, offering coaching and mentoring programmes along with technical and professional development and qualifications.
- An opportunity to be part of a forward thinking, progressive business.
- The chance to work with key strategic stakeholders within both the grassroots and the professional game.
- An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it's thousands of player, coaches and volunteers.

HOW DO I APPLY?

If you are interested and would like to be considered, please complete the application form and return it by email on or before **5pm on Wednesday 26th February 2020**.

1. Review the role description provided with this application pack and ensure you have both the resource and skill set available to conduct the role.
2. Complete the application form and ensure that it is returned no later than 5pm on Wednesday 26th February 2020
3. Return the valid documents to Mark Young (Football Development Manager) by emailing:
mark.young@wiltshirefa.com

Any applications which are either not valid at the deadline or received following the deadline will not be accepted.

Those applicants that have been short-listed for interview will be notified by email by 5pm on Friday 28th February 2020. We will not be notifying unsuccessful candidates, so if you have not received communications from us by said date and time then please assume you have been unsuccessful.

Interviews will take place on Wednesday 4th March 2020. You must be available on this date.

HOW CAN I FIND OUT FURTHER INFORMATION?

Should you wish to find out more about the role and the opportunity then please contact Mark Young on 01793 486047 (option 2).

IS THERE ANYTHING ELSE I NEED TO KNOW?

As this role will involve direct access to young people under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening and reference process, which will include a DBS Check, to ensure their suitability for the role.

The successful applicant will be required to have a full driving license and access to a vehicle.

Wiltshire FA is committed to equality of opportunity and welcomes applications from all sections of the community.

