



# APPLICATION PACK

**FACILITIES ASSISTANT**  
**AT DEVON COUNTY FA**





**Devon FA are seeking to recruit a part-time Facility Assistant to support the operation of the new 3G facility at Coach Road, Newton Abbot. We require a member of staff who can cover the weekend opening hours of 8:30am – 5pm.**

**We are looking for someone who;**

- Possesses an enthusiasm for customer excellence and can create a warm and welcoming environment
- Can work under pressure, handle multiple priorities and meet deadlines
- Can demonstrate team working skills
- Is able to work both unsupervised and under their own initiative
- Can commit to working at weekends. The successful applicant will not be expected to work both days every weekend except on occasion, to cover for annual leave

**The role will entail;**

- Opening and closing the facility and premises
- Setting up the facility (as per booking requirements)
- Movement of goals and equipment
- Ensuring the changing facilities are clean, safe and secure throughout the day
- Ensuring users are adhering to the terms of their booking while being the main contact point for all hirers
- Ensure the site is clean and clear throughout the day

The successful candidate will receive free Nike clothing and have the opportunity to gain experience working within football. They will be required to undertake a DBS check before starting work and complete an online First Aid qualification if you do not hold a relevant qualification. Minimum age to apply is 18 years old.

**Job Type:** Part-time

**Part-time hours:** Maximum 14 hours per week

**Salary:** £10.00 per hour





