



**LCFA SEFTON**

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job title</b>	Facilities Assistant (Casual)
<b>Reports to</b>	General Manager and/or Duty Manager

### **Job purpose(s)**

- To support the day-to-day organisation and delivery of the site's facilities.
- To proactively drive pitch occupancy and increase income, retention and profitability through use of the inhouse booking system.
- To provide an unrivalled customer experience.
- To work flexibly to provide operational cover and assist with general duties as and when necessary.
- To ensure that all facilities are maintained to a high level of cleanliness and safety.
- To collaborate with Liverpool County FA in the delivery of FA and County FA events, programmes, courses and CPD at the site.

<b>Direct reports</b>	N/A
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<b>Location</b>	LCFA Sefton, Drummond Road, Thornton, Liverpool, L23
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<b>Working hours</b>	Casual Note - this position will involve day, evening and weekend work, including public holidays.
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<b>Salary</b>	National Living Wage
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### **Responsibilities**

- Greet users of the facilities and ensure they adhere to health & safety, safeguarding and site rules.
- Day to day operation of the booking management system including payments, casual and block bookings.
- Maintain security by following procedures and controlling access.
- Undertake equipment set up and take downs according to programme activities; ensuring any repairs are reported promptly.
- Answer customer and/or supplier queries and provide information in a timely manner.
- Compliant in cash handling and to keep up to date with all pricing
- Responsible for general safety and behaviour of the public preventing misuse or damage to internal and external facilities.
- Ensure stock levels in all areas are maintained and do not run out.
- Ability to work in a kitchen and to cook food for customers as and when required.
- Support colleagues to keep the site clean, clear, litter free and presented to a high standard.
- Ensure compliance with all statutory Health and Safety legislation.
- Report any accidents, risks or dangerous occurrences immediately to the Duty Manager. Any threats to the health and safety of other staff and members should be dealt with instantly.
- Carry out any other duties deemed necessary to meet the needs and demands of the business.
- Contribute to ensuring safeguarding and equality are embedded throughout the organisation/site.

- Undertake any other duties deemed appropriate by the Duty Manager and/or Liverpool County FA.

## Person specification

### Qualifications

#### Essential

- Educated to GCSE Level or equivalent (including at least English Language & Mathematics).

#### Desirable

- FA Coaching Qualification.
- FA Qualified Referee.
- Emergency First Aid Qualified.
- Health & Safety Qualification.

### Skills

#### Essential

- Good IT skills, including use of Microsoft Office.
- Strong communication and presentation skills.
- Excellent customer service skills.
- A real team player.
- A positive outlook with bags of personality.
- A passion for delivering excellence.
- Courage to show your confidence.
- You will often need to multitask; therefore, a hard-working attitude is key here

#### Desirable

### Knowledge and experience

#### Essential

- Experience of working with the general public.
- Experience of working to targets and deadlines.
- Cash Handling Experience

#### Desirable

- Knowledge and understanding of The FA's National Game Strategy.
- Knowledge of grassroots football structures.

### Enhanced DBS Check required?

Yes

### Clean, full driving licence?

Desirable

## The job holder will be expected to understand and work in accordance with the values and behaviours described below

Value	Behaviours
Teamwork	<ul style="list-style-type: none"> <li>• 11 passionate and experienced individuals working as 1 team for the benefit of grassroots football in Merseyside</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• We strive to do the right thing always, acting truthfully and respectfully to safeguard the integrity of the game</li> </ul>
Inclusive	<ul style="list-style-type: none"> <li>• We've got the World in One City and no one will be left on the sidelines, football is for everyone</li> </ul>
Passionate	<ul style="list-style-type: none"> <li>• To always have our best starting 11 bringing their love of football, passion, pride and promise to you all, every time.</li> </ul>

### Job description reviewed and modified by:

N/A

### Date job description reviewed and modified:

N/A

### Job description authorised by:

Daniel Green, Chief Executive Officer

### Signed by job holder (on appointment):

### Date signed:

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.