



## Job Description & Person Specification

<b>Job Title</b>	Casual Facilities Assistant
<b>Reports to</b>	Duty Manager

<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>To support the day to day supervision of the site's facilities.</li> <li>To proactively drive pitch occupancy and increase income, retention and profitability through use of the inhouse booking system.</li> <li>To ensure that all facilities are maintained to a high level of cleanliness and safety.</li> <li>To provide an unrivalled customer experience.</li> <li>To work flexibly to provide operational cover and assist with general duties as and when necessary.</li> <li>To collaborate with Liverpool County FA in the delivery of FA and County FA events, programmes, courses and CPD at the site.</li> </ul>	
<b>Direct Reports</b>	N/A

<b>Location</b>	LCFA Sefton, Drummond Road, Thornton, L23 9YP
<b>Working hours</b>	Part Time – minimum 15 hours p/week
<b>Salary</b>	National Living Wage

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Open the facilities before bookings and lock up the facilities at the end of the day, as required.</li> <li>Greet visitors/users of the facilities and ensure they adhere to health &amp; safety, safeguarding and site rules.</li> <li>Day to day operation of the booking management system including payments, casual and block bookings.</li> <li>Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges).</li> <li>To ensure that statistical returns are prepared and delivered in their correct format within specified time bound periods.</li> <li>Answer customer and/or supplier queries and provide information in a timely manner.</li> <li>To be responsible for general safety and behaviour of the public preventing misuse or damage to internal and external facilities.</li> <li>To ensure all equipment in current use is in safe working order and that any repairs are actioned promptly.</li> <li>To ensure that the internal and external fabric of the building is safe and in presentable condition by coordinating repairs &amp; maintenance as necessary.</li> <li>To ensure that cleaning is carried out as scheduled to ensure the building is welcoming to for customers.</li> <li>Ensure compliance with all statutory Health and Safety legislation</li> <li>To 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.</li> <li>To carry out any other duties deemed necessary to meet the needs and demands of the business.</li> <li>To ensure all cleaning materials and equipment essential to the efficient operation of the centre are ordered and received before supplies are exhausted, keeping the appropriate records.</li> <li>Attend regular supervision meetings.</li> <li>Contribute to ensuring that safeguarding and equality are embedded throughout the organisation and site.</li> <li>Undertake any other duties deemed to be appropriate by the Duty Manager and/or Liverpool County FA.</li> </ul>	

<b>• Person Specification</b>	
<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Educated to GCSE Level or equivalent (including at least English Language &amp; Mathematics)</li> </ul>	<ul style="list-style-type: none"> <li>FA Coaching Qualification</li> <li>FA Qualified Referee</li> <li>Emergency First Aid Qualified</li> <li>Health &amp; Safety Qualification</li> </ul>
<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Computer literate</li> <li>Excellent communication skills</li> <li>Customer focused</li> <li>Decision maker</li> <li>Ability to problem solve</li> <li>Ability to work on own initiative, as well as part of a team</li> <li>Ability to follow instructions</li> </ul>	
<b>Knowledge and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Experience of working with the general public</li> <li>Experience of working to targets and deadlines</li> <li>Excellent communication &amp; interpersonal skills</li> <li>Effective time management</li> <li>Cash Handling Experience</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of grassroots football</li> <li>Previous experience of working in the leisure industry</li> <li>Experience of producing activity reports</li> </ul>
<b>Enhanced DBS Check Required</b>	YES
<b>Clean Full Driving Licence</b>	Desirable but not essential.

**The job Holder will be expected to understand and work in accordance with the values and behaviours described below (modify this section as required for your County FA values)**

<b>LCFA Value</b>	<b>Behaviours</b>
ENTHUSIASM	<ul style="list-style-type: none"> <li>We will have a positive approach and desire to meet the needs of our football community.</li> </ul>
PROFESSIONALISM	<ul style="list-style-type: none"> <li>We will provide a high-quality service that serves our football community.</li> </ul>
FAIR	<ul style="list-style-type: none"> <li>We are committed to promoting equality by treating people fairly and with respect.</li> </ul>
PASSIONATE	<ul style="list-style-type: none"> <li>We will uphold the ardent love of football within Merseyside and ensure it is celebrated.</li> </ul>
TEAMWORK	<ul style="list-style-type: none"> <li>We will work together with all of our football community to provide football for all.</li> </ul>
COMMUNITY	<ul style="list-style-type: none"> <li>We will provide a sense of belonging and togetherness for all involved in football in Merseyside.</li> </ul>

<b>Date Job Description reviewed and modified:</b>	01.04.2021
<b>Job Description agreed on behalf of LCFA Sefton CIC by:</b>	Daniel Green

<b>Signed by Job Holder (on appointment):</b>	
<b>Date signed:</b>	