** Middlesex Football Association**

**Business Operations Administrator**

**Role:** Business Operations Administrator

**Contract Type:** Permanent

**Hours per week:** 35 hours

Monday – Friday 8am – 4pm

Front of House – Rectory Park

**Starting Salary:** £18,000

**Base:**  Middlesex FA, Rectory Park, Northolt, Ealing UB5 5FA

We are excited to offer a unique opportunity to join our team as a Business Operations Administrator.

Rectory Park is a new facility incorporating our Headquarters, two full-size artificial 3G football pitches, changing rooms and community space.

This fantastic opportunity offers the right candidate the chance to embed the values of commitment, creativity, collaboration and connection across the Company, maximising the impact of the new facility and associated community space, for the benefit of the local grassroots football and the community.

This position is responsible for being the first point of contact for Rectory Park Customers working on the reception desk. You will also assist Middlesex FA and Rectory Park employees with administration support and work closely with the Head of Commercial and Operations focusing particularly on financial administration.

This position will work closely with the Centre Manager and Duty Managers on site to ensure the facility is kept to the highest of standards throughout the day.

We are looking for someone who possesses an enthusiasm for customer excellence and can cope in a fast-paced environment with lots going on around them. The successful applicant needs to have a good understanding of front of house working, be comfortable using the Microsoft Office 365 suite of products such as, Outlook and Teams to communicate internally and externally. Enthusiasm and confidence is key for this role so we are looking for someone who will represent the company positively and provide a good first impression for all of our guests.

Candidates must be able to demonstrate team working skills and the ability to work both unsupervised and under their own initiative. The successful candidate must be willing to open the facility on occasion so that staff and guests can access the building from 8am each day.

For further information on the role, please speak with George Wells, Head of Commercial and Operations on 020 8515 6901 or email: [george.wells@middlesexfa.com](mailto:george.wells@middlesexfa.com)

**How to apply**

To apply, please visit <https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=a37d284c-8cf2-4ee3-991b-f2a0369ab679>

**Closing date for all applications is: midday – Friday 22nd October**

**Interview date: Tuesday 26th October – Please keep this date free upon application**

**Equality and Diversity**

We value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete an Equality and Diversity monitoring form to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

**Safeguarding Children and Vulnerable Adults**

As this role involves direct access to young people under the age of 18 and/or vulnerable adults, the successful candidate will undergo a thorough screening process to ensure their suitability for the role, which will include a Criminal Records Check through the Disclosure Barring Service.