** Middlesex Community Football Centres Ltd**

 **Duty Manager – Facility Maintenance**

 **Role:** Duty Manager – Facility Maintenance

 **Contract Type:** Permanent

 **Hours per week:** 35 hours

Shift work – Mainly evenings and weekends on rotation

 **Starting Salary:** £19,500

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

We are excited to offer a unique opportunity to join our team as a Duty Manager.

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 reports directly to the Centre 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. This role will have a particular focus on the maintenance of the facility, ensuring the pitches are appropriately maintained, the changing rooms are always of a high standard and the community rooms are always prepared for use. However, the role will still include the generic responsibilities that all of our duty managers have.

We are looking for someone who possesses an enthusiasm for customer excellence and drive for maximising the opportunities for using the facility. The Duty Manager needs to have a good understanding of facility management with a focus on delivering outstanding customer service and facility compliance. They must have a desire to generate and maintain new users, using their knowledge and experience of planning, selling and creating a welcoming and professional environment.

You must be able to work under pressure, handle multiple priorities and meet deadlines. You will also have experience of people management, and a working knowledge of facility management including health and safety requirements.

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 work at weekends and evenings within a rota. The peak hours for the facility are evenings and weekends so the majority of hours will be based around this demand.

For further information on the role, please speak with Andrew Perren, Centre Manager on 020 8515 1911 or email: andrew.perren@middlesexfa.com

**How to apply**

To apply, please complete the application pack and email it to: andrew.perren@middlesexfa.com

**Closing date for all applications is:** Advertising until position is filled

**Interview date: Interviews will be offered once CV is reviewed**

**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.