



Sussex County Football Association

Bar Steward/Stadium Steward

Recruitment Pack



Sussex County FA

Bar Stewards/Stadium Stewards

The Sussex County Football Association Limited is seeking to recruit a number of part-time Bar Stewards and/or Stadium Stewards to work at their stadium in Lancing. A general job description is attached.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

- 1.) The Role Advertisement
- 2.) The Role Profile
- 3.) How to apply - Application Form

The successful applicant will report to the Stadium Supervisor and thereafter to the Stadium Manager.

Applicants should have a background of working in a customer service environment, be flexible and reliable. An understanding or interest of football is not essential but may help.

The role is almost exclusively to work evenings and weekends.

The Sussex County FA take the safeguarding and protection of children seriously and anyone working with us will be required to follow the County FA policy. Due to the nature of this post, the successful candidate will be required to undertake a Disclosure and Barring Service check through The FA Criminal Records Check process.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- A Personal Accident policy
- Flexible working arrangements
- Opportunities for employment or self-employment

Hours of work are flexible and varied but will generally cover:

Monday to Friday	5pm-10pm
Saturday	9am-12am
Sunday	9am-11pm

Salary in the range of £10-12 per hour with a three month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Stadium Supervisor: Brian.Shacklock@SussexFA.com or 01903-768575

Closing date for applications is: **No closing date. Interviews will be held as required.**

Sussex County Football Association Limited

Job Title:	Bar Steward / Stadium Steward (roles could be combined)		
Reports To:	Stadium Supervisor	Responsible For:	NA
1. Job Purpose			
To support the Stadium Team in offering a high level of service to all facility users			
2. Principal Accountabilities/Responsibilities			
Bar Steward			
<ul style="list-style-type: none"> ▪ Manage the bar/lounge during fixtures, functions or events ▪ Report any stock control issues 			
Stadium Steward			
<ul style="list-style-type: none"> ▪ Manage teams/clubs/players using the facility ▪ Control use of the car park ▪ Ensure the facility is secure prior to locking-up ▪ Report any misdemeanours on the pitch (wrong footwear, food/drink etc.) ▪ Support and build links between teams/clubs/players and Sussex County FA ▪ Occasionally collect payments 			
These roles could be <i>combined</i> for interested applicants			
3. Person Specification			
Knowledge/Experience/Technical Skills/Behaviours			
a) Knowledge/Experience/Technical Skills			
Essential:-		Desirable:-	
<ul style="list-style-type: none"> ▪ Working in a customer service environment ▪ Working flexible hours ▪ Experience of providing customer excellence ▪ Good all round communication skills 		<ul style="list-style-type: none"> ▪ Interest in football ▪ Previous Bar or Stewarding role 	
b) Behaviours			
<ul style="list-style-type: none"> • Reliable • Trustworthy • Teamwork • Communicating • Customer Excellence 			

Application Form

Applications can be accompanied by a CV. The decision to invite you to attend for interview will be based on the information you provide on this form. The Sussex County FA is an Equal Opportunities Employer.

Position applied for:

Personal Details

Please complete in BLOCK CAPITALS

First Names: Surname:

Mr / Ms / Mrs or preferred title: Are you over the age of 18?

Address:

Post Code: Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an in-date FA Criminal Records Check (DBS)*

*If you do not hold a Disclosure and Barring Service check through The FA Criminal Records Check process, it will be a requirement for this to be completed before appointment.

Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required

Employment & Volunteering History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package.

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/Benefits

Please attach a continuation sheet if required

How do I meet the requirements of the Role as Bar Steward or Stadium Steward?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.

Please attach a continuation sheet if required

Names and address of References

Please give the name and address of two references

	First Reference	Second Reference
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer?

What hourly salary would be looking to obtain?

£

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form at the earliest opportunity.

Either email: Brian.Shacklock@sussexfa.com or post and address as follows:

*Strictly Private & Confidential
Brian Shacklock, Stadium Supervisor
JOB / Bar Steward/Stadium Steward
Sussex County FA
Culver Road
Lancing
West Sussex
BN15 9AX*

The FA's Equality and Diversity Monitoring Form

The Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

SEX AND GENDER Male Female
Have you ever been identified as Transgender? Yes No Prefer not to say

AGE 16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions are from the 2011 census.

White

British English Scottish Welsh Irish Gypsy or Irish Traveller
Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian Mixed background
Mixed other background

Asian

British-Indian Indian British-Pakistani Pakistani British-Bangladeshi
Bangladeshi British-Chinese Chinese Any other Asian background

Black

Black Caribbean Caribbean British African African British Other
Any other Black background

Other Background

Other Prefer not to disclose my ethnic origin

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition? Yes No

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind / partially sighted Deaf / hard of hearing Physical disability Learning disability
Communication barriers Experience of mental and emotional distress Prefer not to say

RELIGION OR BELIEF

How would you describe the religion to which you feel you belong?

Christian Buddhist Hindu Jewish Muslim Mormon Sikh
Jehovah's Witnesses Atheist No Religion / Faith Other faith background Prefer not to say

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual / Straight Gay Man Gay Woman/Lesbian Bisexual Other Prefer not to say

OTHER Please provide details of any other aspects of equality / diversity you feel are relevant: