



# **Sussex County Football Association**

## **Bar Steward**

## **Recruitment Pack**



# Bar Steward Vacancies

**The Sussex County Football Association Limited is seeking to recruit several part-time Bar Stewards to support the Stadium team in offering a high level of service to all facility users.**

This position will be responsible for managing the bar and presiding over all pitch and room users whilst they are at the facility. Applicants should ideally 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. Full training will be given if required. A full role profile can be found below.

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. The interview panel must be convinced of the individual's passion, motivation and professionalism for the role.

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

The facilities at our headquarters in Lancing are hired out every day. The 3G pitch for football training, matches, tournaments etc. and the rooms for parties, events and meetings, involving a member of the County FA being on-site at all times.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

## What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- Access to FA Cup Final and England tickets at Wembley Stadium
- Workplace Pension Scheme (if eligible)
- Personal Development Budgets
- Employee Assistance Programme
- Free Nike Staff Uniform every year
- Health Scheme
- Personal Accident policy
- Flexible working hours

Hours of work are approximately 5-20 hours per week (dependant on candidate requirements) and predominantly weekends and mid-week evenings. The position will receive annual leave proportional to hours worked and a 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 via [Brian.Shacklock@SussexFA.com](mailto:Brian.Shacklock@SussexFA.com) or call 01903 753547 (#225).

**There is currently no set closing date for applications, with interviews to be held as required and agreed.**

Please note that we are unable to acknowledge receipt of applications.

## Disability Confident

The Sussex County FA prides its-self on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

## Equality Statement

The Sussex County believe that football belongs to, and should be enjoyed by, anyone who wants to participate in it. We are committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.



# Role Profile

<b>Job Title:</b>	Bar Steward	<b>Reports To:</b>	Stadium Supervisor
<b>Direct Reports:</b>	N/A	<b>Starting Salary:</b>	£10-£12 per hour
<b>Contract Type:</b>	Part-time	<b>Working Hours:</b>	Approximately 5-20 hours per week (dependant on candidate requirements) and predominantly weekends and mid-week evenings
<b>Location:</b>	Sussex County FA HQ, Culver Road, Lancing, West Sussex, BN15 9AX		

## Role Purpose:

- To support the Stadium team in offering a high level of service to all facility users

## Key Responsibilities:

### Bar

- Manage the bar/lounge during fixtures, functions or events
- Report any stock requirements

### General

- Assist teams/clubs/players using the facility
- Ensure the facility is secure prior to locking-up
- Support and build links between teams/clubs/players and Sussex County FA
- Occasionally collect pitch-hire payments

## Person specification

### Essential skills:

- All round communications skills
- Able to work flexible hours

### Desirable skills:

### Essential knowledge and experience:

- Experience working in a customer service environment
- Experience of providing customer excellence

### Desirable knowledge and experience:

- Interest in football
- Previous bar or stewarding role

### Enhanced DBS Check required?

Yes

### Full driving licence?

No

## CFA Values and Behaviours:

- Progressive** - We embrace new thinking in the pursuit of continuous improvement  
Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
- Respectful** - We set the standards for respectful behaviour across the game  
Maintaining Standards, Role modelling, Respecting others' opinions and values
- Inclusive** - We champion and ensure that football is and will remain a game for everyone  
Championing, Supporting, Including, Leading, Collaborative
- Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing  
Driven, Stamina, Tenacious, Focused, Resilient
- Excellent** - The very best outcome can only be achieved by sustained excellence in performance  
Be the best you can be, striving for success, excelling, exceeding expectations



<b>Application number:</b> (Office use only)	
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# Application Form

Applications can be accompanied by a Curriculum Vitae (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?

Preferred Pronouns: she/her/hers - he/him/his - they/them/theirs - or other:

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 accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may 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 and 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. Important: Include any breaks in employment.

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?**

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. Please ensure you have read and fully understood the job advertisement and the role profile provided.

*(Please attach a continuation sheet if required)*

**Names and address of referees**

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application. Please note: Appointment to the role will not be approved until suitable references have been obtained and approved.

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

**Accessibility**

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

**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 your completed application to [Victoria.Windslow@SussexFA.com](mailto:Victoria.Windslow@SussexFA.com) or post it to the following address:

*Strictly Private & Confidential, Vicki Windslow, Bar Steward Vacancy, Sussex County FA, Culver Road, Lancing, West Sussex, BN15 9AX.*

# DIVERSITY & INCLUSION DATA CAPTURE - SURVEY QUESTIONS

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 survey form. All information detailed will be treated anonymously.

## Which of the following best describes your ethnic origin?

Please select the one answer which best describes you

### White

White British (English, Welsh, Scottish, Northern Irish)

White Irish

White Gypsy or Irish Traveller

Other White (please specify:)

### Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed / Multi-ethnic background (please specify:)

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### Asian or Asian British

Indian

British Indian

Pakistani

British Pakistani

Bangladeshi

British Bangladeshi

Chinese

British Chinese

Other Asian/Chinese background (please specify:)

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### Black or Black British

Caribbean

British Caribbean

African

British African

Other Black background (please specify:)

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### Arab

British Arab (English, Welsh, Scottish, Irish)

Other Arab background (please specify:)

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Other Ethnic Group (please specify:)

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Would rather not say

## Which of the following best describes your religious belief?

Please select one answer

No religion

Buddhism

Christianity

Hinduism

Islam

Jehovah Witnesses

Judaism

Mormonism

Sikhism

Prefer not to say

Other (please specify:)

## What best describes your sexual orientation?

Please select one answer

Gay/Lesbian

Heterosexual/Straight

Bi

Pan

Prefer not to say

Not known

**What best describes your gender identity?**

*Please select the responses that best describes you*

- |              |                          |                                      |                          |
|--------------|--------------------------|--------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say                    | <input type="checkbox"/> |
| Male/Man     | <input type="checkbox"/> | I use another term (please specify:) | <input type="checkbox"/> |
| Non-Binary   | <input type="checkbox"/> | _____                                |                          |
| Agender      | <input type="checkbox"/> |                                      |                          |

**Do you have a trans history or does your gender differ from your sex assigned at birth?**

*Please select one answer*

- |                   |                          |
|-------------------|--------------------------|
| Yes               | <input type="checkbox"/> |
| No                | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

**Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?**

*This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.*

- |                   |                          |
|-------------------|--------------------------|
| Yes               | <input type="checkbox"/> |
| No                | <input type="checkbox"/> |
| Don't know        | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

**How old are you?**

*Please select one answer*

- |                   |                          |
|-------------------|--------------------------|
| 16-17             | <input type="checkbox"/> |
| 18-24             | <input type="checkbox"/> |
| 25-34             | <input type="checkbox"/> |
| 35-44             | <input type="checkbox"/> |
| 45-54             | <input type="checkbox"/> |
| 55-64             | <input type="checkbox"/> |
| 65+               | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |