



**FOR ALL**



# Site Manager

Salary band up to £26,000 OTE dependent on experience.

An exciting opportunity to work within the staff team for the football governing body of Worcestershire to run and organise the new facility at County Sports Ground, Claines Lane, Worcester.

You will be at the forefront of all operational activities held on the site ranging from planning, budgeting and managing the sites bookings, to getting out and supporting the ground-staff with maintaining the site. As you will be customer facing, it is essential that you have good people management skills and be able to remain calm when under pressure. Appropriate training for this position will be provided.

You need to be able to deliver a high-quality standard of work whilst meeting multiple deadlines and targets, able to work in a team but capable of demonstrating initiative & self- motivation. You should also have excellent interpersonal and communication skills, have a basic understanding of budgeting and show knowledge of the local area. You must also demonstrate a good understanding of all Microsoft Office applications and have a good standard of IT skills. Experience in managing a site and people is essential, preferably within the sports or leisure industry however, we would consider candidates outside of this field.

Employed by Worcestershire FA, you will be based at our office in Worcester but it is essential you have your own transport and a clean driving licence. Evening and weekend work is expected within this role. The post holder will be required to work shifts.

FOR FURTHER INFORMATION RELATING TO THIS ROLE, SEE THE JOB SPECIFICATION

**The closing date for applications is Friday 27<sup>th</sup> May at 5pm**

**Interviews will be held week commencing 6<sup>th</sup> June at County Sports Ground, Claines Lane, Worcester WR3 7SS**

To apply please send a CV and a detailed covering letter ([detailing your suitability for the role](#)) marked Private and Confidential to: Martin Collier at Worcestershire FA, County Sports Ground, Claines Lane, Worcester WR3 7SS or via email [martin.collier@worcestershirefa.com](mailto:martin.collier@worcestershirefa.com)

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope

**Worcestershire FA is committed to equality of opportunity and welcome applications from all sections of the community.**