**Facilities Assistant (CASUAL) Vacancy**

**A** Bill Steward House,

The Buntings, Stowmarket,

Suffolk, IP14 5GZ

**T** 01449 616606

**E** info@suffolkfa.com

Registered in England No

3831570

VAT Registration No

785 700605

**Job Title:** Facility Assistant (CASUAL)

**Location:** Barnards Meadow Football Centre, Lowestoft, Suffolk, NR32 2HF

**Salary:** £11.44ph (age dependant)

**Hours per week:** ZERO HOURS CONTRACT (flexible)

**Closing Date:** 09:00 on Monday 1st April 2024

**Vacancy Type**: CASUAL (potential for numerous opportunities)

**The Organisation**

The Suffolk FA 2021-24 strategy released on 1st July 2021, outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

* Support and develop the local football community
* Provide a safe, inclusive and respectful experience across all football environments
* Use the power and value of football to contribute to a better Suffolk society
* Strengthen the organisation to maximise continued investment into the local game

The successful candidate will be instrumental in helping the County FA deliver this.   
  
You can find out more about Suffolk FA and the work we do at [www.suffolkfa.com](http://www.suffolkfa.com).

**Safeguarding**

Suffolk FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided.

**The Role**

Suffolk FA is looking for an enthusiastic, professional facility assistant with a keen eye for football development. The successful candidate will be responsible for supporting the management and day to day running of Barnards Meadow Football Centre and supporting the growth of North Suffolk’s footballing facilities, achieving our participation ambitions across all areas, and contributing to the Development Team of the organisation.

Please see the job description and person specification for a full outline of the

roles and desired skills, knowledge and qualities.

**Key Accountabilities**

* To assist facility management at Barnards Meadow Football Centre, Lowestoft.
* Support the delivery of programmes, events, birthday parties, soccer schools and

other income generation opportunities

* To work effectively with football clubs in North Suffolk with club   
  development plans, growth, and retention of players.
* To contribute to the effective implementation of The FA’s Safeguarding

Operating Standard for County FAs.

**What we can offer**

* A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
* A varied and exciting working life, where you’ll lead a team and make a difference across all aspects of grassroots football.
* Access to high-quality training, networking and personal development opportunities.
* Opportunities to progress your career across the network and wider sector.
* An Employee Assistance Programme.
* A competitive workplace pension scheme.
* Other benefits.

**Equality and Diversity**

Suffolk FA promotes inclusion and diversity and welcomes applications from everyone.

If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

**The application and selection process**

* Complete the Application Form and Equality and Diversity Monitoring Form and return marked ‘Private & Confidential – Facility Assistant (Casual) application’ to Matt Stebbings, Football Development Manager by **09:00 on Monday 1st April 2024**
* Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
* Receipt of applications will not be acknowledged.
* Shortlisted applicants will be contacted by **17:00 on Monday 1st April 2024**
* Interviews will be held on **Thursday 4th April 2024 at Barnards Meadow Football Centre, Lowestoft.**

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* If required, second interviews may be held in order to determine the most suitable candidate for the role.

Please contact Matt Stebbings on 07432 735961 for an informal discussion about the role.