**Job Description & Person Specification**

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| **Job title** | Facility Assistant (Casual) |
| **Reports to** | Facilities and Football Development Officer |

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| **Job purpose(s)** | |
| * To assist facility management at Barnards Meadow Soccer Centre, Lowestoft. * 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. | |
| **Direct reports** | - |

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| **Location** | Based at Barnards Meadow Football Centre in Lowestoft, but with occasional travel to Suffolk Football Association offices in Stowmarket. |
| **Working hours** | Casual 0 hours Evening and weekend work will be expected. |
| **Contract type** | Casual |

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| **Responsibilities** |
| **Facility Management**   * To assist the management the efficient day to day operations of Barnards Soccer Centre in line with legal and health and safety requirements (including opening and closing of the facility and lone working procedures). * To assist in the development of a marketing plan to support usage growth of the site. * Support the delivery of programmes, events, birthday parties, soccer schools and other income generation opportunities * Assist in the coordination and preparation of all facility requirements to ensure a first-class customer experience, in line with the facilities operating policies and procedures. * Assist in the facility booking processes and procedures to ensure business rules are applied * Assist in the division and implementation of pitch hire special offers and promotions * Assist with the facility vending offer, ensuring it meets the needs of the facilities customer, including ordering, stocking, and banking processes * Assist in the management of stock checking processes and procedures * Assist in ensuring all Barnards Meadow Football Centre Policies and Procedures are in date and relevant, ensuring the latest legislations requirements are adhered too * Support the FFDO to ensure the facility is maintained to a high standard * Undertake general administrative duties including managing the Barnards Meadow Football Centre bookings, provide administration support and cover for the centre to enable the delivery of initiatives and programmes, dealing with telephone enquiries and visitors to Barnards Meadow Football Centre and providing any other support required * Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing. * Work in collaboration with the Facility and Football Development Officer   **Football Development**   * To support the delivery of a community football development plan for North Suffolk * To support developing community programs to support the introduction, growth and retention of participants within the football facility * Contribute to the Suffolk FA team on collective projects and interventions to broaden the reach of football in the County amongst other identified key demographics   **County FA Functions**   * Contribute to ensuring that safeguarding and equality are embedded throughout the County FA and grassroots football. * Awareness of all the County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary. * Provide information and evidence on an annual basis to support the County FA achieving the annual Safeguarding Operating Standard. * Execute tasks as required to meet the County FA’s changing priorities * Contribute to the County FA achieving the Equality Standard * To undertake other duties as reasonably requested * Support the implementation of the RESPECT agenda across Suffolk football, including embedding Safeguarding policy and procedures, and equality within all areas of the role * To work with key partners locally and regionally |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Key facility management knowledge including, facility operation and marketing * Educated to GCSE or equivalent | **Desirable**   * Sports development / other relevant qualification |
| **Skills** | |
| **Essential**   * Ability to work with partner organisations across different sectors to plan and deliver programmes * Excellent IT skills * Excellent communication skills using traditional, modern and emerging media | **Desirable**   * Project management skills and experience – to plan, set and achieve objectives within strict deadlines * Report-writing skills * Budget / resource management |
| **Knowledge and experience** | |
| **Essential**   * Commitment to sports equality and knowledge of the barriers facing underrepresented groups * Key facility management knowledge including business planning, facility operation and marketing * Health and Safety experience and knowledge of Risk Assessment * An ability to engage with both the paid and volunteer workforce * Minimum 1 years’ practical experience of Sports / Football Development / Facility Operations * Experience with events and programme delivery * Interest and passion for using football as a vehicle for individual development, social cohesion, and physical and mental health | **Desirable**   * Knowledge and understanding of football structures and development pathways at local, regional and national level * Knowledge of the service providers that support people with a disability both Nationally and within the County FA locality * Demonstrate a working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice * Knowledge of relevant funding agencies * Knowledge and understanding of sport structures and development pathways at local, regional and national level * Knowledge of The FA’s National Game Strategy |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence required?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** |
| **Suffolk FA values** |
| Suffolk FA commit to:   * Always put the participant first to ensure our game is safe, inclusive and respectful for all * Work collaboratively to strive for excellence * Operate with integrity and transparency |

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| **Job description reviewed and modified by:** | Chris Bond, Facility & Football Development Officer |
| **Date job description reviewed and modified:** | 15/03/2024 |
| **Job description authorisedby:** | Matt Stebbings, Football Development Manager |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.