

**JOIN OUR TEAM**  
**FACILITY  
ASSISTANT**  
**APPLICATION PACK**





**ROLE: FACILITY ASSISTANT**

**TERM: FULL TIME**

**HOURS: 35-HOURS PER WEEK (PART-TIME WILL BE CONSIDERED ON A JOB SHARE BASIS) ON A ROTA BASIS AND COVERING STAFF ABSENCES, EVENINGS AND WEEKENDS**

**PLEASE NOTE THAT THIS INCLUDES EVENING AND WEEKEND WORK**

**SALARY: £17,000 - £20,000 DEPENDING ON EXPERIENCE**

**LOCATION: GREEN LANE PLAYING FIELDS, DEVIZES**

## **AN INTRODUCTION TO WILTSHIRE FA**

Wiltshire FA is the not-for-profit, governing body of football in Wiltshire. With over 1000 teams and more than 21,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

## **ABOUT THE ROLE OF FACILITY ASSISTANT**

Wiltshire FA are looking to recruit a dynamic individual to support the day-to-day operation of their headquarters at Green Lane in Devizes. The Facility Assistant is responsible for supporting the Facility Manager in the successful running of the sports facilities at Green Lane. The facility has meeting rooms, grass pitches and a 3G Football Turf Pitch.

The position reports in main directly to the Facility Manager with some instruction from the remaining senior management team and supports some roles within the responsibility of the Football Development Manager and will function to drive customer engagement through successful management of all aspects of the Company Headquarters, ensuring the safe and cost-effective operation of the venue.

For more about the new facility please visit the website [wiltshirefa.com](http://wiltshirefa.com)

## WHAT ARE WE LOOKING FOR?

Someone who;

- Possesses an enthusiasm for customer excellence, and can create a warm and welcoming environment
- Has a drive for maximising the revenue opportunities – attracting new users.
- Has a good understanding of facility operations.
- Has a good understanding of compliance – especially in regard to health and safety and safeguarding.
- is commitment to improving grassroots football – helping partner clubs improve and grow.
- Preferably has experience in supervising/delivering a catering operation.
- Can work under pressure, handle multiple priorities and meet deadlines.
- Can demonstrate team working skills.
- Will be able to work both unsupervised and under their own initiative.
- Can commit to working at weekends and evenings.

## WHAT ROLES ARE WE LOOKING TO FILL?

A Facility Assistant working 35-hours per week (part-time will be considered on a job share basis) on a rota basis and covering staff absences, evenings and weekends. Please note that this includes evening and weekend work.

## WHAT CAN WE CAN OFFER IN RETURN?

- Salary between £17,000 - £20,000 depending on experience.
- A commitment to learning & development – where we invest in our people, offering coaching and mentoring programmes along with technical and professional development and qualifications.
- An opportunity to be part of a forward thinking, progressive business.
- The chance to work with key strategic stakeholders within both the grassroots and the professional game.
- An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it's thousands of player, coaches and volunteers.

## TO APPLY

If you are interested and would like to be considered, please complete the application form and return it by email.

- 1.) Review the role description provided with this application pack and ensure you have both the resource and skill set available to conduct the role.
- 2.) Complete the application form and ensure that the application form is returned no later than the closing date of 17:00 on **Monday 4th September 2023** with an accompanying CV.
- 3.) Return the valid documents to David Ridley on **David.Ridley@wiltshirefa.com** or send via post to David Ridley, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP

Any applications which are either not valid at the deadline or received following the deadline will not be accepted.

Those applicants that have been shortlisted for interview will be notified by email. We will not be notifying unsuccessful candidates, so if you have not received communications from us by said date and time then please assume you have been unsuccessful.

Interviews will take place at Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP.

## **HOW CAN I FIND OUT FURTHER INFORMATION?**

Should you wish to find out more about the role and the opportunity then please contact David Ridley via email on [David.Ridley@WiltshireFA.com](mailto:David.Ridley@WiltshireFA.com) or via phone 07342 680895.

## **IS THERE ANYTHING ELSE I NEED TO KNOW?**

WCFA 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 successful applicant will be required to have a full driving license and access to a vehicle.

Wiltshire FA is committed to equality of opportunity and welcomes applications from all sections of the community.