



## ROLE PROFILE

<b>Job Title:</b>	<b>Facility Administrator</b>	<b>Reports To:</b>	Secretary / Facility Committee
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<b>Role Purpose:</b>
<p>Most of the work requires attendance at the Club Office, but it may be possible that some work could take place around the ground or in the Main Clubhouse.          To assist with ensuring that users of the 3G pitch wear the appropriate footwear.          Be available to open and lock up the facility when on duty.          To provide administrative assistance for the Youth Committee as mutually agreed.          To assist with the aims of Bishops Cleeve Football Club as directed.</p>

<b>Role Purpose:</b>	16 daytime hours per week. Hours are flexible for operational needs.
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<b>Location:</b>	Bishops Cleeve Football Club, Kayte Lane, Bishops Cleeve, GL52 3PD
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<b>Key Accountabilities:</b>
<ul style="list-style-type: none"> <li>• Reception and Telephone enquiries at the club office</li> <li>• General Office duties, answering emails, phone calls, dealing with post and deliveries</li> <li>• Record bookings and payment reconciliation</li> <li>• Deal with pitch allocations and timings as well as bookings for use of the Club for functions</li> <li>• Report Health &amp; Safety issues</li> <li>• Keep a record of any Accidents</li> <li>• Assist with other duties as mutually agreed.</li> </ul>

<b>Person Specification:</b>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• * DBS-E check through the FA to be obtained prior to commencement.</li> <li>• No prior qualifications are need, however training will be given in;               <ol style="list-style-type: none"> <li>1) Basic First Aid – FA Course</li> <li>2) Health &amp; Safety Level</li> </ol> </li> </ul>
<b>Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment would be helpful</li> <li>• Good working knowledge of office systems such as MS Word and Excel</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent telephone manner</li> <li>• Ability to remain calm and courteous under pressure</li> <li>• Keep the work area tidy and clean</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Friendly, helpful and cheerful disposition</li> <li>• Attention to detail and patience</li> <li>• Ability to work unsupervised and on own initiative</li> <li>• A team player with a can do attitude</li> </ul>

### **Our Values:**

Bishops Cleeve Football Club provides a sporting and social environment for local families and the wider community irrespective of social circumstances, ethnic origin, or religious beliefs. We promote high standards of behaviour and mutual respect. We promote community cohesion and inclusiveness through football, encouraging fair and sporting competitive behaviour.

### **Our Vision:**

To provide opportunities for members of our community and others without discrimination,  
To help people realise their potential in life and to develop personal skills and confidence,  
To improve the performance of players, coaches and volunteers within the club,  
To provide a safe, welcoming and pleasant environment for players, visitors and the wider community.

### **Facility Usage:**

Bishops Cleeve Football Club and Bishops Cleeve Colts are dynamic organisations whose Aims are the Development of Association Football across a diverse market giving opportunities for everyone to advance their footballing skills, as well as providing a vehicle for the Community to have an active lifestyle and enhance physical and mental well-being.

The ground is used by both of the above organisations at allotted times for training and playing matches. Outside of these times the pitches may be hired by outside local community organisations /agencies.

The Clubhouse is a fully licensed Catering facility which, apart from match days, is available for hire to outside agencies for 100 sitting and 150 for non-dining. This does not include the patio area which can be used, weather permitting.

\*DBS - Disclosure and Barring Services, formerly known as CRB.

**A DBS-E Check is a background check used by employers on behalf of applicants to ensure that a candidate is suitable to work in a specific industry. It is also known as a CRB Check or Basic Disclosure.**

On site during the day Elmtree Pre-school use the Club House, also Colts players are Under 18 and it is a requirement of the Football Association that those in authority obtain this.