



job application pack

UK year of
service

IN PARTNERSHIP
WITH **LVCE**

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

Business Administration Assistant

Job Title: Business Administration Assistant

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX.

Salary: Real Living Wage

Hours of Work: Weekdays, Evenings and occasional Weekends. (Hours determined by the needs of the service)

Reports to: Operations Manager

Contract Status: 35 Hours Per Week (9-month fixed term)

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Purpose of Position:

Due to the growth of the organisation, we are currently recruiting a Business Administration Assistant to support the daily operations of the community trust ensuring that the charity is well-coordinated and productive by assisting with its procedures and supporting staff on a day- to-day basis.

We are looking for forward-thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.

UK Year of Service placements offer paid work that pays back.

By joining this programme, you'll become part of a member network across the country; all working to gain experience, develop skills and deliver a positive social impact.



Core Duties & Responsibilities:

- To support the Operations Manager with submitting payroll, staff expenses, casual invoices.
- Procurement on behalf of the Trust.
- To communicate with colleagues and customers, i.e. answering the phone with assistance.
- General office duties including stationery orders, sending emails, IT support.
- Undertake job related training when required.
- To input data on digital platforms, with assistance.

Person Specification:

<u>Skills and Qualifications:</u>	
Skill, experience, or quality	How tested
A basic understanding of numeracy and written English language.	Application
Willingness to complete Safeguarding and First Aid Qualifications	Application
Able to speak with people, i.e. colleagues and customers.	Application & Interview
Ability to be flexible in a working routine, e.g. answering the phone and data inputting.	Interview
An interest in planning an organising.	Application & Interview
Basic knowledge of IT software, i.e. Word and an interest in learning new platforms such as Views.	Application
Ability to work under own initiative and meet timescales	Interview
Positive attitude to work & dedication to making a difference	Interview

Safeguarding Statement:

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

Equality Statement:

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

FTFC Community Trust is also committed to the safeguarding of vulnerable groups.

Employee Benefits:

- Staff Wellbeing support available with a RAIS qualified counsellor
- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 20 days annual leave plus bank holidays (including staff loyalty scheme to generate additional days.)
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC Staff Uniform
- Monthly Perkbox rewards
- Quarterly Continuous Professional Development Review
- Annual staff awards evening



General Responsibilities:

Health and Safety

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole



General Responsibilities (continued):

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.



STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

Fleetwood Town Community Trust
Poolfoot Farm Sports & Leisure Complex
Butts Road, Thornton-Cleveleys
Lancashire
FY5 4HX

Tel: 01253 208442
Email: community@fleetwoodtownfc.com
Web: www.fleetwoodtownfcct.com



**community
trust**