

VACANCY APPLICATION PACK



Facilities Lead

Burton Albion Community Trust's Mission Statement

'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'



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The mission is underpinned by our three Strategic Aims:

- To Deliver high quality
- To Create Experiences
- To Make a Difference

We will always:

- **Be Inspiring**
 - Through a passion for Burton Albion and our local community
- **Be Engaging**
 - Through understanding our communities and delivering targeted projects and programmes
- **Be Educating**
 - Helping realise full potential in individuals and our communities

Our Impact on the Community will be through the following areas of work:

- **Health & Wellbeing**
- **School Sport**
- **Education & Employability**
 - **Community Engagement**
 - **Burton Albion Facilities**

Our Outcomes will be to:

- Develop healthier and happier communities
- Create safer and more cohesive communities
- Empower our communities to help fulfil potential and opportunity



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JOB DESCRIPTION

Job Title: Facilities Lead	Salary: £22,000
Contracted Hours: 37.5	Contract Type: Fixed term

Burton Albion has a long history of being a community focused club, since it's humble beginnings in 2010 Burton Albion Community Trust has always been about making a difference. The heartbeat of this difference are the people who bring our projects, programmes and activities to life. Our people are our strength, they are engaging, they act with empathy and kindness, they are proud of the work they do and work hard to inspire each other and those we work with, our people are willing to learn and have desire to be educating.

If you think you have what it takes to be Engaging, Inspiring and Educating we can't wait to read your application.

Role Purpose

Burton Albion Community Trust (BACT) is the independent charitable arm of Burton Albion FC and is looking to recruit a Facilities Lead for the Community Football Centre, Community Hub and other managed facilities.

The post holder will be responsible for overseeing the day-to-day operational activity, maintenance and the health and safety of the pitches and buildings.

The work will be varied and the ability to work independently is essential, you must have a genuine interest and enthusiasm for Community sport, working as part of a team and have a 'can do' attitude.

This position requires flexibility as the role requires evening and weekend work.

Roles and Responsibilities

- Ensure facility checks are completed across all sites.
- Maintaining high levels of cleanliness across all sites.
- Update risk assessments and ensure these are adhered to for all facilities.
- Opening and closing the facilities.
- Dealing with community stakeholders such as, partner clubs, associated leagues and general queries to manage booking and facility enquiries.
- Work alongside internal departments within BACT and BAFC to manage booking and facility needs.
- Coordinate and manage all facilities staff.
- General site maintenance
- Maintain high standards of cleanliness/housekeeping across all BACT sites



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- Update and maintain the facilities calendars for pitches, rooms and vehicles.
- Maintain a relationship with the ground staff at BAFC.
- Ensure all facility users adhere to BACT's Health & Safety / Safeguarding processes.
- Carry out checks on all BACT vehicles.
- Deliver high levels of customer service at all times.
- Maintain stock levels across all sites
- Undertake any additional duties as requested by your line manager, the management team and senior management team

What working for Burton Albion Community Trust can offer you:

- Competitive Salary
- 25 days Annual Leave and your birthday off!
- Excellent Training Opportunities
- Flexible Working
- Optional Full Uniform
- Onsite Parking
- Company Discounts
- BAFC Staff Discounts

General

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.

Equality Statement

Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Trust. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Trust that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook.



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Safeguarding Statement

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

Commitment

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear polices which are audited and reviewed annually.
- Vetting all staff and volunteers.
- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.
- Embedding safeguarding as a priority throughout the Trust.

PERSON SPECIFICATION			Evidence to be provided Application/Interview/Certificates (A/I/C)
Approachable and an effective communicator	X		AI
Proactive and able to work off your own initiative	X		AI
Experience of working in a team but with the ability to manage your own workload and time	X		AI
Education / Qualifications	Essential	Desirable	
First Aid		X	AIC



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Administration qualification or experience	X		AIC
Experience	Essential	Desirable	
Experience working within a facilities/maintenance role	X		AI
Knowledge and Understanding	Essential	Desirable	
Experience of using different IT systems and software, including Microsoft office suite (outlook, word excel etc...)	X		AIC
Basic vehicle knowledge		X	AI
Disposition & Attributes	Essential	Desirable	
Willing to work unsociable hours	X		AI
Full UK driving licence and use of a vehicle with appropriate Business Insurance	X		A
Equality & Inclusivity	Essential	Desirable	
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	x		I

APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:
bactvacancies@burtonalbionct.org

Or via post to:

Vacancies
 Burton Albion Community Trust
 Pirelli Stadium
 Princess Way
 Burton on Trent
 Staffs DE13 0AR

For further information regarding the role please email: john.widdowson@burtonalbionct.org

Closing date for applications: 31st July 2022

Interviews: TBC



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