

**Job title: Facilities Assistant/Administrator (Part Time)**

**Reports to: Stadium Manager**

AFC WIMBLEDON is operating a brand-new stadium in Wimbledon, South West London which is state of the art and designed to deliver excellent facilities for playing professional football matches. AFC Wimbledon is looking to recruit a Facilities Assistant.

**KEY RESPONSIBILITIES**

* To directly support the work of the Stadium Manager in the operations, safety and management of the stadium.
* The main focus of the role is to update, maintain and manage the CAFM system.
* Deliver a good understanding of the tasks involved in cleaning, maintenance, waste and crowd safety service provision.
* Gain an excellent knowledge of the stadium to enable efficient working practices.
* Schedule and prioritise work tasks to ensure that all planned maintenance works are carried out on time.
* Ensure strict maintenance deadlines are met.
* Liaise with contractors when necessary.
* Help with monthly reports.
* Undertake a schedule of regular meter readings.
* Order and coordinate the delivery of equipment /materials.
* Deal with visitors, deliveries and ad-hoc requests.
* Ensure the security processes and procedures are met to the expected standards.
* Must be flexible at all times.
* Undertake ad-hoc requests.

# ADDITIONAL INFORMATION

* Must have initiative with flexible analytical and problem-solving skills.
* Strong computer skills, able to manage data, input, and report on schedules.
* Must be a self-motivated individual with a can-do attitude.
* Smart professional appearance.
* Customer service focus.
* Good written and verbal communication skills.
* Able to meet Club demands and availability to work flexible hours including weekends, public holidays and evenings as required.

# QUALIFICATIONS AND EXPERIENCE

* English and Maths GCSEs.
* An appreciation of football stadiums and their working environment.
* Able to demonstrate the ability to work in a team.

The role will be offered on a part-time basis working 20 hours per week (10am – 2pm Monday – Friday) including match days when required.

**Salary range: up to £12K subject to experience (pro rata £24K)**

Closing date: Friday, May 6th, 2022

If you believe you have the right skills for this position please apply by sending an up to date CV with covering letter to [Paul.Moran@afcwimbledon.ltd.uk](mailto:Paul.Moran@afcwimbledon.ltd.uk)

# POLICIES

AFC Wimbledon is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religion or belief, sex or sexual orientation.

AFC Wimbledon is committed to safeguarding all children, young people and adults are risk involved in its activities and events. The group recognizes its responsibility to safeguard the welfare of vulnerable groups by a commitment to procedures to protect them. The group additionally expects all staff and volunteers to fully support and promote these commitments.