



Role Profile – Sports Hub Site Assistant (Part-time)

Job title: Sports Hub Site Assistant

Location: King George V Sports Hub, Blacon Avenue, Blacon, Chester CH1 5BD

Hours (per week): 15 (Saturday 9am-5pm, Sunday 9am-5pm)

Contract type: Permanent

Salary: £10.50 per hour

Responsible to: CEO

Chester FC Community Trust is the charity partner of Chester Football Club. We use the power of sport and appeal of Chester FC to improve and enhance the lives of communities in Chester and Cheshire West, delivering sport, education, health and social inclusion projects and activities to people of all ages and abilities.

King George V Community Sports Hub is a £1.8m community sports facility developed in partnership with Cheshire West & Chester Council, which opened in summer 2022. The site includes a full-size 3G artificial grass pitch and clubhouse, which are used by a wide range of teams, clubs and community groups.

We are looking to recruit a part-time Site Assistant to support the operation of this facility. This is a permanent part-time position for 15 hours per week. The hours of work will be from 9am until 5pm on Saturdays and Sundays. There may be the opportunity for additional hours at peak times and during the week.

Purpose

- Assist with the day-to-day operation of the 3G pitch and clubhouse, providing outstanding customer service

Responsibilities

- Ensure the site is well maintained to increase its longevity
- Take and manage customer bookings through our online booking platform
- Communicate with customers the most up to date requirements of bookings
- Work closely with colleagues to ensure the effective operation of the site
- Provide excellent customer service
- Contribute to building positive relationships with partners and users
- Be familiar and comply with Chester FC Community Trust health and safety regulations and to report and record incidents/accidents/hazards
- Work in a flexible way and undertake any other duties not specifically covered in the job description, when assigned by their line manager

Additional Information

- Appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check and references
- This post will involve evening and weekend work

These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances. Standards of competence for this post may be set at a future date.