



Role Specification

Job Title

Job title	Match Day Coordinator
Location	Portsmouth
Hours of work	Will be subject to the Academy Fixture list but will primarily be Saturdays and Sundays on a rota basis- hours 9am to 1.30pm with an occasional weekday fixture
Reports to	Line manager
Remuneration	£9.50 per hour

Role summary

The successful candidate will be part of the Academy team and will have the opportunity to work closely with our highly qualified specialists.

Working at various venues in and near to the city the role will consist of greeting the opposition players, staff and parents and the match officials and directing them to the relevant area of the venue. This will include coordinating orderly parking of coaches & cars. The role also involves looking after Changing room, kit, and equipment management, including assistance with camera set up, administration and managing visiting scouts. Once all set up procedures are carried out, to then facilitate parents' and visitors' refreshments and liaise with academy staff where necessary.

Following the end of the match day session to ensure that the site is fully vacated, clean, tidy and secure.

Requirements of the role:

Person Specification

- Excellent communication and customer service skills.
- Have a flexible attitude to work.
- Ability to work on own initiative and as part of a team.
- Have a polite and courteous manner.
- Be organised, have good time management skills.
- Ability to liaise with coaches, management and other football related individuals in a professional manner.
- The FA Safeguarding Children Workshop Certificate



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How to apply

The Club will not consider applications via third parties.

To apply send your CV and cover letter to Lina Small – hr@pompeyfc.co.uk no later than 5pm on Wednesday 13th July.

If you don't hear from us within **7 days** of the closing date, please consider that your application was unsuccessful.

At Portsmouth Football Club we are committed to Equality, Diversity and Inclusion and we aim to build an accurate picture of the make-up for our talent pools. Therefore, we ask that you submit the information on the below link to ensure we are always attracting a broad and diverse range of exceptional talent from all areas of society. Responses are anonymous and the data gathered will be used to inform our future initiatives but filling in this form is voluntary

<https://forms.gle/H7NmjG95fgLSaWPD7>

General information

We're committed to diversity and inclusion and want people from all walks of life to apply for our vacancies. We will make reasonable adjustments throughout the recruitment process to help you. If you need any support with your application, please get in touch with us. We are happy to help.

Safeguarding

Portsmouth Football Club is committed to the safeguarding and welfare of all children, young people and adults at risk and this is endorsed by the club's board. We are committed to ensuring that any club related activity will be in a safe environment where children, young people and adults at risk are protected from harm or abuse whilst under our care.

The club have a safer recruitment policy which sets out our practice to ensure all staff and volunteers are suitable to work with children, young people and adults at risk. As part of our safer recruitment policy we ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.

The successful candidate will also be subject to enhanced level DBS check along with completing a self-declaration form as part of the recruitment process.



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Any offer of employment will be conditional on these requirements being satisfactory.

The Club has a strong reputation as an upholder of EFL diversity and inclusion policies and welcomes applications from BAME candidates. We are committed to safeguarding and promoting the welfare of children, young people (Under 18) and Adults at Risk and operates an active Safeguarding Policy.

We expect all our staff to have personal responsibility to contribute to our policies, protocols and practice to safeguard children and Adults at Risk, protect them from possible abuse and promote their welfare and to fulfil your duty of care.

The Club will not consider applications via third parties.