



# Blackburn Rovers Ladies Football Club Ltd.

## Job Description

<b>Job Title:</b>	Matchday Coordinator
<b>Department:</b>	BRFC Ladies
<b>Based at:</b>	Sir Tom Finney Stadium, Irongate Browndge Road, Bamber Bridge, Preston, PR5 6UU, however flexibility regarding location is required.
<b>Reports to:</b>	Head of Women & Girls' Elite Football
<b>Responsible for:</b>	N/A
<b>Hours of work:</b>	Matchdays – Sunday's 12:00pm – 5:00pm (times subject to change)
<b>Contractual status:</b>	Casual – as and when required.
<b>1. Job purpose:</b>	To undertake all administrative operational duties on home matchdays to ensure smooth running of the event.
<b>2. Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To act as liaison for the opposition team and officials to ensure they are greeted at the ground and know where to report to;</li> <li>• To arrange payment for the officials' match day fees and any expenses incurred;</li> <li>• To operate the turnstiles, greet the supporters and take payment of all matchday entry costs from the ground;</li> <li>• To keep an accurate record and breakdown of all supporters attending matches;</li> <li>• To keep an accurate record of programme sales;</li> <li>• Ensure the home team/away team changing rooms and officials' changing rooms are left in a clean and tidy condition;</li> <li>• To keep an accurate record of all incoming/outgoing breakdown costs to be provided to the Manager following every home game; and</li> <li>• Any other duties as reasonably assigned by the Head of Women's &amp; Girls' Elite Football in relation to this role from time to time.</li> </ul>
<b>3. Skills required:</b>	<ul style="list-style-type: none"> <li>• Highly organised;</li> <li>• Time management skills;</li> <li>• Flexible approach to work with a proven commitment to teamwork;</li> <li>• Ability to meet strict deadlines;</li> <li>• Ability to work under pressure;</li> <li>• Attention to detail;</li> <li>• Communication skills (both written and verbal) to a range of audiences;</li> <li>• Ability to work as part of a team;</li> <li>• Friendly and approachable;</li> <li>• Ability to work independently; and</li> <li>• IT Literate.</li> </ul>



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<b>4. Knowledge required:</b>	<ul style="list-style-type: none"><li>• To have an understanding of dealing with finances and reconciling</li><li>• To have an understanding of excel/IT skills</li><li>• Knowledge of safeguarding children and/or vulnerable groups.</li></ul>
<b>5. Qualifications required:</b>	<ul style="list-style-type: none"><li>• Good numeracy skills; and</li><li>• Previous Cash handling skills (desirable).</li></ul>
<b>DBS check required:</b>	Yes (Basic)

The 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.

### **How to Apply**

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **9:00am on Wednesday 28<sup>th</sup> August 2019**. To apply, please email your application form and covering letter to [recruitment@rovers.co.uk](mailto:recruitment@rovers.co.uk)

CV's will not be accepted.

### **Equality and Diversity**

*Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.*

### **Safer Recruitment**

*Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The jobholder will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant for this role can expect to have their relevant personal information shared with key regulatory and governing bodies in football.*