



## Job Description

<b>Job Title</b>	Academy Matchday Coordinator (Sundays)
<b>Department</b>	Academy
<b>Reports to</b>	Academy Secretary
<b>Location</b>	St Neots Town Football Club, 5 Kester Way, St Neots, PE19 6SL
<b>Salary</b>	£13 per hour
<b>Hours</b>	9am- 2pm - Sundays
<b>Role Summary</b>	<p>This position is for a driven individual who is enthusiastic, hardworking and possesses the skillset to work in our Elite environment, whilst also having a great eye for detail. Reporting to our Academy Secretary the successful applicant will be responsible for ensuring a smooth operation of our Sunday Schoolboy fixtures as well as managing the attending scouts.</p> <p>The role will consist of attending our weekly schoolboy fixtures which are held on Sundays at St. Neots Town Football Club as well as providing weekly reports to the Academy Secretary detailing the weekly Sunday operations.</p>
<b>Key Job Outcomes</b>	<ul style="list-style-type: none"><li>• Ensuring a smooth operation of our Sunday Schoolboy fixtures at St. Neots</li><li>• Taking a register of the scouts and monitoring their week-to-week attendance</li><li>• Making sure the scouts stay separated from players and parents.</li><li>• Ensuring everything is fine at the venue, i.e. Away teams arrive on time and are directed to changing rooms etc.</li><li>• Being a point of contact for the matchday - should any issues arise.</li><li>• To provide reports of Sunday Schoolboy games to the Academy Secretary</li><li>• To occasionally cover for Academy Secretary at any youth team fixtures on Saturdays</li></ul>

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.



## Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Experience of being in a matchday environment	✓	
Introduction to First Aid qualification		✓
FA Safeguarding children workshop	✓	
Experience of delivering excellent customer services	✓	
IT Skills, including Outlook, Word and PowerPoint	✓	
Experience in leading/managing an area/people or teams		✓
Experience working in a high performing business environment		✓
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	
Excellent team player and motivator	✓	



## Application Process

<b>Application Instructions</b>	Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed.
<b>Application Closing Date</b>	31/07/2024
<b>Interview Date(s)</b>	
<b>Start Date</b>	TBC
<b>Mission, Vision &amp; Values</b>	<p><b>Mission</b> Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p><b>Vision</b></p> <p><i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards &amp; Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p><b>Values</b> We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 key values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
<b>Employability Statement</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.



<b>Safeguarding Statement</b>	<p>Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.</p> <p>The post holder will be required to undergo Safeguarding training periodically.</p>
<b>Equality, Diversity &amp; Inclusion</b>	<p>Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristics covered by the Equality Act 2010.</p> <p><a href="https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwWml7qBS4mdb6eJBktQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwWml7qBS4mdb6eJBktQ/viewform</a></p>