

ASFORDBY FOOTBALL CLUB



Job Vacancy - Operations Manager

Salary: please state your expectations on application

Hours: 16 per week, worked flexibly

Location: Asfordby Acres, Le14 3TL and Work from home

We have an exciting opportunity for an experienced, enthusiastic, hardworking, and determined Operations Manager to join our business and perform a key role within Asfordby Football Club.

Based at our facility in Asfordby, the role will cover all aspects of operations and facilities management at the club, as well as scheduled operational duties that can be completed at home. The Operations Manager will be responsible for liaising with the Hospitality Team, contractors, and suppliers, ensuring all facilities and service standards are fully maintained.

The Operations Manager will be responsible for leading proactive and reactive projects at the club, whilst managing the maintenance team, this role is vital in the smooth and continuous running and operation of the Club's playing and training facilities.

Reporting to the Board of Trustees, we are looking for a leader, who enjoys the challenges that come with running a football club and who strives to maintain the highest of standards. Great communication skills are essential, along with a positive attitude, acting as a role model for all club employees and volunteers.

This is a great opportunity to join Asfordby FC at an exciting time and be part of a successful Club that is passionate about its people.

Key Tasks and Responsibilities

- Exploiting business development opportunities for hospitality, ensuring sales and profit targets are achieved
- Recruitment and training of staff
- Responsible for the management and day to day responsibilities of the bar, kitchen, and ground maintenance team, including schedule planning

Asfordby Football Club Ltd – Registered in England No. 08389317 - Registered Charity No. 1170417 Asfordby Acres, Hoby Road, Asfordby, Leicestershire, LE14 3TL

Chair – Simon Atherley Treasurer – Sarah Wilson Secretary – Jaimie Hill

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- Creating and developing a planned preventative maintenance schedule for all onsite facilities.
- Event booking and management
- Ordering of consumables and supplies where required.
- Managing 3rdparty suppliers, to ensure all works are installed and maintained to the highest standards.
- Manage all health and safety compliance, including training, inductions, and statutory compliance, including those of 3rd party contractors.
- Review of maintenance reports and defect rectification.
- Recording and maintaining all necessary documentation and be available for reporting and audits.
- Producing budget forecasts of expected expenditures.
- Ensure planned preventative works are carried out (e.g., fire alarm tests) and records recorded.
- Supervise the multi-disciplined team, including bar and kitchen staff, cleaners, and maintenance technicians.
- Oversee the buildings projects, renovations, and refurbishments.
- Any other reasonable duties as required by the club.

Required Qualifications and Experience:

- H&S Qualification (Iosh / NEBOSH) - Desirable
- Experience of working in a licensed premises – Desirable
- Experience of working in a sporting environment – Desirable
- Personal premises license (or prepared to undertake) - Essential
- Experience in facilities management – Essential
- Experience in managing and leading a team – Essential.

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If you are excited at the thought of joining our team, our application process is via our Application and Diversity forms which can be found on our website. Along with a copy of your CV.

All applications should be addressed to Simon Atherley and forwarded by email to accounts@asfordbyfc.com

Thank you for your interest.

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