



**Job Pack**

**Facilities Officer**

**Part Time**

## Who are BFCCT?

**Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.**

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



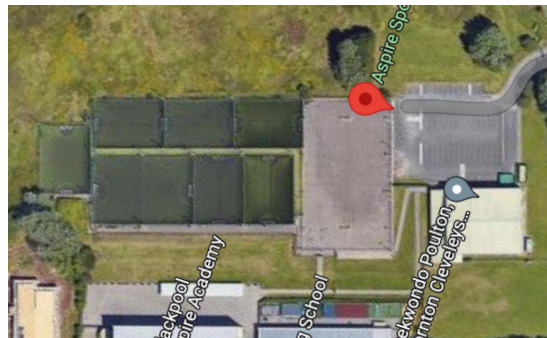
# Aspire Sports Hub

**Blackpool FC Community Trust have an exclusive community usage agreement with Fylde Coast Academy Trust and Aspire Academy, for evening and weekend use of the school's sports facilities.**

Both the indoor and outdoor sports facilities, previously known as PlayFootball, are now managed by the Community Trust under the title 'Aspire Sports Hub'.

This agreement has allowed the Community Trust to reinstate all programmes that were previously delivered from this site, comprising of Walking Football, Sports Camps, Disability Football, Premier League Kicks and others, whilst also increasing the overall offer to the community to include free weight management sessions, adult physical activity, as part of Active Through Football and Move More, and new programmes for local young people, including Tiny Tangerines mini football and the Trust's FA affiliated female Emerging Talent Centre.

Currently, the site features five 5-a-side pitches, one 7-a-side pitch, all floodlit, along with a concrete netball court, a workshop area, an indoor multi-sports hall, a dance studio, and a gym, with plans are in place for further development in the near future.



## Our Mission

our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

## Our Values

How we go about our work...

In all of our work we will be;

**B**old &  
**I**nnovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

**F**ocused on our  
**C**ommunity

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

**C**reative &  
**F**orward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

## Our Vision

Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.



<b>Job Title: Facilities Officer</b>	<b>Salary: £22,371 Pro Rata to 25 hours per week</b>
<b>Hours: Part-Time Contract, Monday to Friday, between 4pm and 10pm</b>	<b>Location: Aspire Sports Hub, Garstang Rd West, Poulton-le-Fylde, FY3 7JH</b>
<b>Responsible To: Head of Operations</b>	<b>Closing Date: Thursday 21st November</b>

## Job Purpose

**Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as 2 years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.**

In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of.

The Facilities Officer at Blackpool FC Community Trust (BFCCT) plays a key role in supporting the Trust's mission to enhance the well-being of Blackpool FC fans and the local community. This role is focused on ensuring the efficient operation of our Aspire Sports Hub outside of school hours, including the opening, setup, and secure closing of the facility. Responsibilities include providing a safe and welcoming environment for BFCCT's varied programming across all age groups, as well as managing and liaising with external bookers on-site.

## Main Roles and Responsibilities

- **Oversee daily operations at BFCCT's Aspire Sports Hub, ensuring areas are safe, clean, and well-maintained.**
- **Coordinate resources like floodlights, meeting rooms, pitches, and equipment.**
- **Serve as a point of contact for internal and external stakeholders (e.g., BFCCT staff, participants, grassroots football coaches) for facility booking and availability queries.**
- **Ensure all facility activities comply with health and safety regulations, codes of conduct, and policies.**
- **Maintain accurate records of facility use, maintenance schedules, and administrative documents (e.g., booking forms, and facility timetables).**
- **Support event planning and execution at BFCCT facilities, including setup and cleanup.**
- **Work closely with BFCCT staff to ensure the site meets their facility needs.**
- **Identify and suggest improvements to facility operations and processes, assisting with implementation where possible.**

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A-C in Maths and English or equivalent.	✓	
Additional education or relevant certifications in facilities management and administration.		✓

Knowledge	Essential	Desirable
Understanding of basic facility operation, including safety, maintenance, and procedures.	✓	
Proficiency in standard office software such as Microsoft Office to perform administrative tasks.	✓	

Skills & Experience	Essential	Desirable
Ability to efficiently manage tasks, prioritise work, and meet deadlines	✓	
Written and verbal communication skills to interact with a variety of stakeholders, including staff, community members, and external partners.	✓	
Strong attention to detail to maintain accurate records and ensure compliance with procedures.	✓	
The capability to identify and address facility-related issues promptly and effectively.	✓	
Ability to work collaboratively with colleagues across different departments within BFCCT.	✓	

Behaviour	Essential	Desirable
Strong alignment with BFCCT's mission and values, demonstrating dedication to the organisation's goals and initiatives.	✓	
Willingness to adapt to changing priorities and the ability to handle unexpected situations as they arise.	✓	
Maintain a professional and courteous demeanour and positively represent BFCCT in all interactions.	✓	
Consistently meet responsibilities, adhere to schedules, and be reliable in fulfilling duties.	✓	
A proactive approach to identifying areas for improvement in facility operations and administrative processes.		✓
Respect for the confidentiality of sensitive information related to BFCCT's operations, stakeholders, and participants.	✓	
A focus on providing excellent service to internal and external stakeholders who use BFCCT's facilities.	✓	

## Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop employee discount (20%)
- Corner Flag Restaurant employee discount (40%)
- Increased annual leave after 5 and 10 years of service
- Employee Assistance Programme

## Important Information

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email [selina.hayes@bfcct.co.uk](mailto:selina.hayes@bfcct.co.uk).

[www.bfcct.co.uk](http://www.bfcct.co.uk)