



COMMUNITY
FOUNDATION

TRUST
PARTNERSHIP
SHARE
COMMITMENT
NETWORK
COLLABORATE
SUPPORT
WORK

Job

Application pack





**COMMUNITY
FOUNDATION**

Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.

Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

Our Values

- 1 Collaborative in all we do
- 2 Inclusive and Diverse in our approach
- 3 Innovative in our actions
- 4 Supportive of our team
- 5 Ethical and Transparent
- 6 Environmentally Sustainable





**COMMUNITY
FOUNDATION**

Job Vacancy: **Administration Officer**

Hours: Part Time, Flexible, 15 - 22.5 hours per week, agreed upon with successful candidate

Contract: 12 month Fixed Term Contract (option of a further 12 months pending successful review)

Salary: £24,000 per annum (pro rata)

Location: Fylde Sports and Education Centre, Mill Farm, Wesham, PR4 3JZ

Role Summary:

- AFC Fylde Community Foundation is recruiting an Administration Officer to join its successful and respected team to support the continued growth of the charity. The role will involve handling enquiries, maintaining accurate records and databases, supporting financial processes such as expenses and timesheets, and ensuring effective data management across the organisation. This position is key to helping the Foundation operate efficiently and deliver high-quality support to its staff, partners, and community programmes.

Guidance and Authority:

- The Administration Officer will report directly into the Deputy Chief Executive Officer.

General:

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the Foundation.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- The below job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.



Main Role and Responsibilities:

- Handle and respond to general enquiries, providing excellent customer service to partners and participants.
- Maintain accurate records and manage data across internal systems and databases.
- Lead communication with coaches and parents for the Fans of the Future project, including contacting teams, confirming attendance, collecting data, and issuing welcome information and itineraries.
- Co-ordinate the onboarding process for new staff, casual workers, and volunteers - including requesting DBS checks, references, and ensuring new starter forms are completed.
- Assist with the preparation of reports, documentation, and monitoring information.
- Support financial processes, including processing monthly expense and timesheets.
- Ensure compliance with data protection and confidentiality policies.
- Contribute to the smooth and efficient day-to-day running of the Foundation's operations.
- Be a flexible member of the AFC Fylde Community Foundation team and when requested assist in supporting community projects and events, including occasional evenings and weekends.

Health and Safety:

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy.
- Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of fire safety evacuation procedures.





Safeguarding:

- The Foundation is committed to safeguarding the welfare of children, young people and vulnerable adults and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending our programmes.

Person specification:

All are deemed essential unless otherwise stated.

Qualifications & Experience

- Significant experience in an administrative or office support role.
- Experience using databases and maintaining accurate records.
- Experience handling financial processes such as expenses and timesheets.
- Experience handling HR tasks such as onboarding new staff and ensuring staff records are kept up to date.
- Qualification in Business Administration or related field (desirable).
- Qualification in Safeguarding (desirable).
- Experience working within a charity, education, or community-focused environment (desirable).

Knowledge & Skills

- Strong IT skills, including proficiency in Microsoft Office (Excel, Word, Outlook, SharePoint and Teams).
- Excellent organisational and time management skills, with the ability to prioritise workload.
- Attention to detail and accuracy in data entry and record keeping.
- Strong written and verbal communication skills.
- Understanding of data protection and confidentiality requirements.
- Knowledge of charity governance, funding, or monitoring processes (desirable).
- Knowledge of AFC Fylde Community Foundation programmes (desirable).
- Strong graphic design skills and ability to create promotional artwork (desirable).



Skills & Abilities

- Friendly, professional, and approachable manner.
- Reliable, flexible, and able to work independently or as part of a team.
- Committed to the values and aims of the Community Foundation.
- Proactive and willing to take initiative to improve processes.
- High level of integrity and discretion when handling sensitive information.
- Committed to continuous professional development.

Equal Opportunities:

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- As a Disability Confident employer, we actively welcome applications from people with disabilities and are happy to provide reasonable adjustments throughout the recruitment process to support individual needs.

Benefits:

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards





Job Review:

- The job description will be reviewed periodically to consider changes and developments in the Foundation's requirements. Any changes will be discussed fully with the post holder in advance.

How to apply:

- To formally apply, a C.V. (two pages maximum) and covering letter (two pages maximum) must be submitted via email to the Foundation's Deputy Chief Executive Officer, Brett Whitehead, at brett.whitehead@afcfylde.co.uk, by **Wednesday 26th November, 17:00**. Please clearly outline within your application how you meet the Person Specification. Interviews will be held w/c 1st December.
- We encourage early applications, as we will be reviewing and interviewing candidates on a rolling basis. The vacancy may close early if a suitable candidate is appointed.
- For any further information or to discuss the vacancy, please email brett.whitehead@afcfylde.co.uk.
- AFC Fylde Community Foundation is committed to adhering to safer recruitment practices. We ensure a thorough and transparent hiring process, and all successful candidates will be required to undergo an enhanced DBS check as part of our safeguarding procedures.





**COMMUNITY
FOUNDATION**

COME ON YOU
BORNTOBEFYLDE



community@afcfylde.co.uk



afcfyldefoundation.co.uk



01772 598856



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