



Preston North End FC Stadium
Sir Tom Finney Way
Deepdale
Preston
PR1 6RU

Job Specification

JOB INFORMATION	
AVAILABLE POSITION	Part Time Stadium Central Receptionist
WHO WE ARE <p>Preston North End Football Club is a professional football club in Preston, Lancashire, whose first team currently play in the English Football League Championship. Preston North End stadium is situated in the heart of Preston, Deepdale. The Club operates over five sites to incorporate the first team, the academy team, the Preston North End Community and Education Trust (PNECET), the administration team and the stadium. The majority of the sites are in Preston and one in Euxton, Chorley. Preston North End FC was officially formed in 1880 and was a founder member of the Football League in 1888. Our aspirations are to achieve promotion and play in the Premier League and we want you to help us get there.</p> <p>Football is a unique industry. Working in football is a dream for many people; if it is your dream then you will experience football life behind the scenes. You will be based at the football stadium, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU.</p>	
JOB SUMMARY <p>A new opportunity has arisen for two part time roles as a Stadium Central Receptionist at Preston North End Football Stadium.</p>	
DEPARTMENT & TEAM	HR/Maintenance
SALARY	£26,442 pro rata (based on full time)
CLOSING DATE	Thursday 1 st February 2024
SHORTLISTING DATE	Friday 2 nd February 2024
INTERVIEWS	Friday 9 th February 2024

LOCATION	Preston North End Football Club Stadium, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU, however the role may require you to be flexible and travel to other Preston North End premises locally.
WORKING HOURS	<p>The role is to be fulfilled between the hours of 8am to 4.30pm Monday to Friday.</p> <p>We are looking for two people to share the role, the working patterns are as follows;</p> <p>Morning – 8am to 12.30pm</p> <p>OR</p> <p>Afternoon – 12 noon to 4.30pm</p> <p>However, you may from time to time be required to work such additional hours as is reasonable to meet the requirements of the Club's business.</p>
WHAT YOU CAN EXPECT IN RETURN	
<ul style="list-style-type: none"> • Further training and development opportunities. • Access to staff discounts. • Onsite parking. • A Preston North End FC season ticket (League fixtures only) <p>You will also benefit from working with an outstanding team of accomplished professionals across a range of diverse, exciting and varied departments.</p> <p>Preston North End boasts many strong role models and has a culture of excellence, passion, unity and respect.</p> <p>Find out more by visiting our website: www.pne.com</p>	
JOB REFERENCE	PNE - 1190

POSITION IN THE ORGANISATION	
<i>Specify who the job holder reports to</i>	Director of People and Culture and Stadium and Facilities Manager
<i>Specify who reports to the job holder</i>	N/A
<i>Specify who the job holder interacts with in the course of carrying out the role</i>	All employees across the Club and Preston North End Community and Education Trust.

RESPONSIBILITIES AND DUTIES

Administrative Support

- Ensure a welcoming and professional reception for all staff, clients and visitors.
- Handle phone calls, emails and correspond efficiently.
- Order and manage stock of office supplies.
- Take delivery of all parcels, letters and be responsible for the re-direction to ensure they reach their intended destination across the organisation.
- Work closely with the Club's on site partners.
- Maintain a well-organised and efficient office environment.
- To at all times, establish and maintain office procedures, in line with company policies.
- Provide information and direction the public.

Club Transport Co-ordinator

- Co-ordinate/record all required documentation for all Club owned/leased vehicles.
- Centrally record all journey logs/vehicle safety checks/mileage log & minibus passenger lists.
- Record any accident/incident report logs.
- Produce monthly reports for the Health & Safety committee.

Project Assistance/Maintenance

- To record all visitors/contractors and staff on site.
- Issue passes for visitors and contractors.
- Liaise with the Club Facilities Administrator to record and file all induction documents.
- Liaise with the relevant department to inform them of their visiting guest/contractor.
- Contactor management.
- Provide refreshments to visiting guests.
- File management of contractor paperwork.
- Liaise with contractors and external service providers.
- Stadium facilities communication across all departments.

To, at times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism. To be able to, with notice, work additional hours and be flexible where the needs of the business requires.

ESSENTIAL QUALIFICATIONS AND SKILLS

- Strong communication skills.
- Previous experience of working as part of a team within a busy environment.
- Confident in dealing with people and making and receiving telephone calls.
- High level of confidentiality, professionalism and discretion.

<ul style="list-style-type: none"> • Strong organisational skills with a good eye for detail.
<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite, excel, word, PowerPoint and outlook.
<ul style="list-style-type: none"> • Ability to multitask and prioritise tasks effectively.
<ul style="list-style-type: none"> • Excellent written and verbal communication skills.
<ul style="list-style-type: none"> • Knowledge and experience in Health & Safety is highly advantageous.
<ul style="list-style-type: none"> • Confident to work on your own with no direct supervision on occasions.

The above job description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of Preston North End FC and the Preston North End Community and Education Trust.

Safer Recruitment

You will be required to provide details of reference information for the previous five years working/education history. Any gaps will need to be accounted for.

You will be required to complete an EFL self-declaration form on an annual basis.

This role is not subject to a DBS check.

Safeguarding statement

Preston North End Football Club and Preston North End Community and Education Trust are committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse the commitment.

Everyone has a role to play in safeguarding and we strive to ensure that staff and volunteers are well informed and know how to recognise abuse, and what to do if they have a concern. The successful applicant will be expected to undertake mandatory safeguarding training.

Inclusion and Anti-Discrimination Mission Statement

Deepdale stadium, the home of Preston North End Football Club, is one of the most iconic buildings in the City of Preston, with the ability to house over 20,000 people. The influence a football club can have on its local community cannot be underestimated and with the potential footfall within our stadium and associated premises, we have the opportunity to positively increase connections with our fan base and wider communities when equality, diversity and inclusion is held at the core of all of our operations. Our Board Equality Champion holds responsibility for ensuring ED&I and mental health & wellbeing is embedded within all aspects of the club.

Whether you're a player, official, employee, volunteer, spectator or visitor, Preston North End welcomes people from all backgrounds and are committed to preventing and eradicating all forms of discrimination, whether this be on the grounds of sex, sexual orientation, race, age, disability, religion or belief, pregnancy and maternity, gender reassignment and marriage or civil partnership status.

The club's ED&I committee are working towards making Preston North End as accessible as possible to all, removing barriers and providing opportunities to engage with diverse communities through our #OneNorthEnd campaign. The club has a zero tolerance policy on any form of hateful or discriminatory behaviour and encourages anybody who witnesses any

such behaviour to report this to the club using the appropriate methods. We all have a shared interest and passion in seeing the success of Preston North End. Football is for everyone and should be enjoyed by all who wishes to participate in it.

#OneNorthEnd

Health & Safety

You are reminded that you have a statutory duty to observe all Health & Safety rules and take reasonable care to promote the Health & Safety at work of yourself and fellow employees.