



<b>Organisation</b>	Preston North End FC, Academy Department
<b>Position</b>	Accommodation Manager/Host Family
<b>Accommodation</b>	You shall live at an address in Fulwood, Preston, Lancashire as it is essential for the performance of your duties
<b>Salary</b>	From £20,000 and up to £23,000
<b>Type of Contract</b>	Permanent
<b>Job Reference</b>	PNE 1095
<b>Closing Date</b>	Monday 22nd March 2021 at 5pm

Preston North End FC are looking to recruit an Accommodation Manager/Host Family to reside at an address in Fulwood, to provide a safe and comfortable residence for young professional footballers whom need to live away from home to undertake their training at Preston North End FC Academy.

This is a unique role and would ideally suit somebody whom has previously worked in a similar role such as a Boarding School, Halls of Residence or a Bed and Breakfast or similar.

**How to apply:**

The closing date for this position is Monday 22<sup>nd</sup> March 2021, applications can be sent via email to [zoe@pne.com](mailto:zoe@pne.com) or via post. Please include the job reference PNE-1095.

Please complete an application form and send this along with a covering letter stating why you are suitable for this role, what interests you and what previous experience/skills you have, to; [zoe@pne.com](mailto:zoe@pne.com) or via post to the address below, clearly stating reference PNE-1095.

FAO Business Operations and HR Manager  
Preston North End FC Training Ground  
Euxton Lane  
Euxton  
PR7 6FA

**Interview Dates**

Interviews will take place shortly after the closing date and is likely to include a panel of interviewers.

Due to the nature of this post, you will be expected to provide referee details from both a personal and work prospective. The role is subject to an Enhanced Disclosure and Barring Service criminal records check (DBS).

<b>JOB DESCRIPTION</b>		
<b>1.</b>	<b>Job Title</b>	Accommodation Manager/Host Family
	<b>Salary</b>	Excellent Remuneration Package
	<b>Hours Of Work</b>	You shall live at the property in, Fulwood, Preston, as it is essential for the performance of your duties. You shall work sufficient hours to complete your duties but you agree with the Club that the daily average number of hours worked by you to perform the duties required of you in connection with your role is a minimum of eight hours per working day.
	<b>Location</b>	Fulwood, Preston, Lancashire.
	<b>Responsible To</b>	The Academy Manager
	<b>Responsible For</b>	The safety and wellbeing of the young professionals and a cleaner.
	<b>Contractual Status</b>	Permanent
	<b>2.</b>	<b>Overall purpose of the Job</b>
<b>3.</b>	<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Accommodation Manager/Host Family must agree to an appropriate level of supervision whilst the young professionals are in residence.</li> <li>• The young professionals must not be left alone in the property overnight.</li> <li>• It is the responsibility of the young professionals to consider their safety at all times when travelling to and from the property late at night and thus they should communicate with the Academy Management team and the Accommodation Manager/Host Family on appropriate travel arrangements. (The Club will</li> </ul>

provide the young professionals with relevant workshops and information to help them).

- The Accommodation Manager/Host Family must agree to undertake the appropriate level of vetting and DBS clearance through the process. Reference details and an Enhanced DBS check will be carried out.
- All members of the household who are over 18 years of age will be required to go through the Club's safeguarding procedures.
- The Accommodation must have a good standard of hygiene and cleanliness at all times.
- The Club and the Accommodation Manager/Host Family have a level of responsibility, which goes beyond providing basic or adequate living standards. The young professionals must not be exposed to undesirable or detrimental influences from residents or frequent visitors to the house.
- There must be no access to alcohol. If premises have satellite TV, e.g.; Sky or Virgin then parental controls should be set to restrict access to adult material and 18 plus movies.
- Any concerns over the young professional's welfare must be reported to the Academy Manager and the Designated Safeguarding Officer immediately, no matter how trivial it may appear to be.
- The Accommodation Manager/Host Family must agree to supply the young professionals with suitable, well balanced meals and healthy snacks to ensure that their bodies are appropriately fuelled for both training and matches. Further information on diet and nutrition will be provided by the Club.
- The Accommodation Manager/Host Family will supply and administer medications or drugs appropriate to the young professional whom has parental consent.
- Communications between the accommodation manager/host family should generally go through the Academy Manager in the first instance. The Club have a duty of care and must be informed of any issues or concerns relating to the young professionals wellbeing.
- A member of the Academy staff will inspect the accommodation prior to residency, and periodic checks will be required to ensure all of the above is adhered to. Failure to comply may result in the young professionals being removed.

#### **Expectations of the Accommodation Manager/Host Family**

#### **Terms of providers provision of service**

- The Accommodation Manager/Host Family agrees to provide all of the above for the duration of a football season.

		<ul style="list-style-type: none"> <li>• The young professionals will have the opportunity to remain in residence seven days/nights of the week.</li> <li>• Semi-furnished room with bed and storage for clothes.</li> <li>• Breakfast and an evening dinner will be available seven days/evenings per week.</li> <li>• Access to laundry facilities Monday through to Friday of each week.</li> <li>• Immediate notification to the Academy Manager if any young professional is not at the accommodation when expected.</li> <li>• The Accommodation Manager/Family Host must also agree to undertake the appropriate level of a DBS check as outlined above.</li> <li>• The Accommodation Manager/Host Family must abide by the Academy Accommodation Policy.</li> <li>• To contribute and assist in regular Safeguarding audits via the EFL, Barnardo's and the LFE.</li> <li>• To contribute and assist with regular Health &amp; Safety audits.</li> </ul>
4.	<b>General</b>	<p>To, at all 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 flexible hours where the needs of the business requires.</p>

## PERSON SPECIFICATION

### 1. ESSENTIAL COMPETENCIES

- Previous experience of working in a boarding school, halls of residence, bed and breakfast or similar.
- Knowledge of current legislation and government guidance when working and caring for young people.
- To have an understanding of young people, their needs and in particular young footballers.
- Previous experience of caring for children and young people, providing empathy and encouragement.
- Good cooking skills are essential.
- Knowledge of healthy eating and leading a healthy lifestyle.
- Previous experience of caring for children and young people, providing safety, structure and boundaries.
- Excellent communication skills.
- An understanding of respecting identity and diversity.

### 2. MINIMUM TRAINING REQUIREMENTS

- Familiarisation with Club Safeguarding Policies and Procedures.
- Introduction to safeguarding skills to provide Care and Accommodation (Hosting) and First Aid.
- Safeguarding refresher
- Introduction to Mental Health

- Problem Gambling Awareness
- First Aid and De-fib training
- Health and Safety training
- FA Safeguarding Children Workshop

**This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.**

### **Safeguarding Statement**

**Preston North End FC are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. You will be required to provide details of references for the previous five years working history.**

### **General Information**

**The employee must at all times carry out their duties with due regard to the Preston North End policies and procedures.**

**The employee must 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 relationships between all internal and external stakeholders.**

**Preston North End Football Club is an equal opportunities employer.**