



Job title: Match Day Assistant

Reports to: Facilities Manager

AFC WIMBLEDON is operating a brand-new stadium in Wimbledon, South West London which is state of the art and designed to deliver excellent facilities for playing professional football matches. AFC Wimbledon is looking to recruit a Match Day Assistant on a casual worker basis.

KEY RESPONSIBILITIES

- To directly support the work of the Facilities Manager in the operations, safety and management of the stadium whilst in match day mode.
- Maintain a good understanding of the tasks involved in the match day facilities and operations provision including stewarding, security, cleaning, catering and maintenance.
- Develop an excellent knowledge of the stadium to enable efficient working practices.
- Schedule and prioritise work tasks to ensure that all pre match, during match and post-match requirements and checks are carried out on time.
- Support the match day operations of all departments, ensuring that any facilities issues they may encounter are quickly resolved.
- Liaise and work with the stadium management to ensure the best operational experience for the fans, players and match day guests.
- Liaise with match day contractors when necessary.
- Deal with visitors, deliveries and ad-hoc requests.
- Facilitate business continuity, ensuring buildings are always fully operational.
- Help with match day reports.
- Must be flexible at all times.

ADDITIONAL INFORMATION

- Must be able to meet match day demands with an availability to work flexible hours on a shift basis covering the AFC Wimbledon home fixture schedule which includes weekends, public holidays and evenings.
- Must have initiative with flexible analytical and problem-solving skills.



- Must be a self-motivated individual with a can-do attitude.
- Must be able to carry out medium to heavy manual work tasks in all weather conditions.
- Punctual and reliable.
- Smart professional appearance.
- Customer service focus.
- Good written and verbal communication skills.
- Hour pay will be £12.00 per hour.

QUALIFICATIONS AND EXPERIENCE

- English and Maths GCSEs.
- An appreciation of football stadiums and their working environment.
- Able to demonstrate the ability to work in a team, whilst taking the initiative to complete tasks.

Interested applicants should apply to paul.moran@afcwimbledon.ltd.uk

Deadline for applications is **Friday 8th October 2021**.



AFC Wimbledon 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/paternity, race, religion or belief, sex or sexual orientation.

AFC Wimbledon is committed to safeguarding all children, young people and adults at risk involved in its activities and events. The group recognizes its responsibility to safeguard the welfare of vulnerable groups by a commitment to procedures to protect them. The group additionally expects all staff and volunteers to fully support and promote these commitments.