



JOB DESCRIPTION

Role: Facilities Admin Assistant		Business Function: MCFC
Reports to: Project Officer and Administrator		Department: Facilities
<p>Purpose: <i>Brief summary outlining purpose, scope and complexity of the role.</i></p> <p>Reporting to the Project Officer and Administrator, the Facilities Admin Assistant will play a key role within the facilities team by providing strong administration support with a focus on match day staffing and accreditation, and internal CFA events.</p> <p>The role holder must be highly organised, pro-active, personable with strong teamwork skills and great attention to detail.</p> <p>This role is fast-paced and requires the role holder to be able to prioritise and manage their time efficiently and be able to work within a team and on an individual basis. It includes varying elements of administration tasks; some that are desk based and some that are operational that will be led by the individual's own initiative.</p>		
<p>Accountabilities with Key Outcomes: <i>Describe essential accountabilities the job performs and key outcomes. Accountabilities should be listed (max of 8) in order of importance.</i></p>		
1	Carry out account management administrative duties for all internal events. Liaise with internal key contacts ensuring all relevant event details are recorded, updated and managed from enquiry to event	
2	Prepare accurate and timely documents including event briefing information, event lists and financial billing in preparation for the CFA Events Manager and the weekly events meeting	
3	Assist in the scheduling of security staff for the Etihad Stadium matches and events, and all CFA matches and events including Academy, EDS and MCWFC games	
4	Manage the MCFC stewards and agency uniform stock, including taking requests and processing orders	
5	Support the Safety & Security Administration Officer with match day requests and preparation	
6	Manage data and maintain accurate records of match day staff and core staff for the accreditation system, taking into consideration data protection laws	
7	Assist in the production of match day and event accreditation managing last minute requests in a timely manner	
8	Work closely with the Project Officer & Administrator and the wider facilities team, undertaking other administrative tasks where necessary, being able to prioritise and meet timescales accordingly	
<p>Knowledge, Skills and Experience: <i>Please give details of the knowledge, education, formal qualifications, specialised training or experience required for the job. Indicate whether requirement is essential or desirable.</i></p>		



<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Previous administration experience • Excellent time management and prioritisation skills • Strong communication and teamwork skills • Ability to work individually • Pro-active • Attention to detail • Advanced Microsoft Office skills 	<ul style="list-style-type: none"> • Event assistant experience • Previous experience working with Accredited, Aware and Delphi systems

Job Impact/Influence Measures: *Show data in approximate or in a range which job has impact on. Please state if the impact is **direct** or **indirect**. Think about financial elements e.g. budget, scale of role e.g. people management, network reach, sales impact etc.*

The role won't directly impact decision making and has no budget or line management responsibility

Decision-making Authority: *Indicate what decisions the job is expected to make and what it is expected to recommend.*

The role won't directly impact decision making and has no budget or line management responsibility