



MORECAMBE FC COMMUNITY SPORTS

Join our team

Morecambe FC Community Sports is looking for an energetic and capable individual to join our team as the Office Administrator for our charity

The role is extremely varied and the successful candidate will contribute to all aspects of the team's administration functions by providing the highest levels of support for the team and customer service to the wider club and stakeholders.

Benefits:

Successful applicants will receive full Morecambe FC kit
28 days holiday including bank holidays
Tickets for matches
CPD opportunities
Your birthday off

Are You Eligible:

To be considered for this role, candidates must have: -

- A minimum of 2 years' experience of working as an office administrator
- A minimum of 3 GCSE's grade 5 or above in Maths and English or equivalent experience
- Exceptional use of Microsoft Office applications
- Full UK driving licence and access to a vehicle
- To be able to work evenings, weekends, including match days, and bank holidays to meet the needs of the charity

A job description and person specification can be found following [this link](#).

How To Apply:

If you are eligible and are interested in applying, please complete the [application form](#) and email it to Stuart Glover - stuartglover@mfccommunitysports.com

Closing date for applications – **9th December 2022**

Interviews to take place - **19th December 2022**

Equality Statement

Morecambe FC Community Sports is an equal opportunities employer. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Safeguarding Statement

Morecambe FC Community Sports is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to safe recruitment processes and this role requires a satisfactory enhanced disclosure via the Disclosure & Barring Service.