



Preston North End FC Training Ground  
 Euxton Lane  
 Euxton,  
 Chorley,  
 PR7 6FA

## Job Specification

<b>JOB INFORMATION</b>	
<b>AVAILABLE POSITION</b>	Part Time, Permanent Laundry Assistant
<p><b>WHO WE ARE</b></p> <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 First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA.</p>	
<p><b>JOB SUMMARY</b></p> <p>Preston North End FC are looking for a hardworking, enthusiastic, self-motivated individual as a Laundry Assistant for the role of Training Ground Laundry Assistant.</p>	
<b>DEPARTMENT &amp; TEAM</b>	Preston North End FC Training Ground
<b>SALARY</b>	Competitive salary to be discussed dependent on experience.
<b>CLOSING DATE</b>	28th October 2021
<b>HOW TO APPLY</b>	<p>Please complete an application form in full and return it by post or via email to be received no later than Thursday 28<sup>th</sup> October 2021.</p> <p>You are also required to complete an equal opportunities monitoring form and return this</p>

	<p>in a sealed envelope to the postal address at the top of the document. This should be separate to your application form as it should remain anonymous.</p> <p>Once we receive your application form back, it will be acknowledged and we will be in touch again shortly after the closing date.</p>
<b>LOCATION</b>	Your place of work will be at the First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA.
<b>WORKING HOURS</b>	The role of Laundry Assistant is required from 4pm to 8pm six days a week. This includes weekdays and weekends with at least one day off a week. You will need to be flexible to work during the week and either a Saturday or a Sunday and on bank holidays. (The start and finish time is more flexible at the weekends). Part of your role is to support the kit manager and their assistant in order to launder and prepare the kits for the football staff and the players of the first team.
<p><b>WHAT YOU CAN EXPECT IN RETURN</b></p> <ul style="list-style-type: none"> <li>• Further training and development opportunities.</li> <li>• Access to staff discounts.</li> <li>• A complimentary season ticket.</li> <li>• Onsite parking.</li> </ul> <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: <a href="http://www.pne.com">www.pne.com</a></p>	
<b>JOB REFERENCE</b>	PNE - 1122

<b>POSITION IN THE ORGANISATION</b>	
<i>Specify who the job holder reports to</i>	Kit 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>	Kit Manager, Kit Assistant, first team staff and on occasions the first team players.

## RESPONSIBILITIES AND DUTIES

- To wash, dry, fold and put all items of first team football staff and playing kit away ready for the following day.
- To at all times work in an organised, efficient manner and within a restricted time frame.
- Take instructions from the kit manager with regards to any other set tasks.
- The role requires you to work on your own for the majority of the time and on occasions as part of a team.
- The role requires you to be flexible, self-motivated and organised.
- You will have key holder responsibilities to open up or lock up the building and premises.

Full training will be provided as will a Club uniform.

## PERSON SPECIFICATION

- Previous experience in a similar role is advantageous.
- Excellent communication skills and the ability to build good relationships at all levels, internally and externally.
- Must be flexible, presentable and reliable.
- Ability to work in an organised manner but have a flexible approach to change.
- To work within a set time frame and be self-motivated.
- Absolute confidentiality is required at all times.

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.

### **Inclusion and Anti-Discrimination Mission Statement**

At Preston North End Football Club we aim to provide an enjoyable experience for all supporters and hold inclusion and anti-discrimination at the core of our values. We are committed to creating an environment which welcomes and respects people from all communities, promoting equality and diversity at Deepdale and its associated premises. As a Club we recognise the nine protected characteristics (age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation) under the Equality Act 2010 and will play an active role in supporting inclusion and putting an end to discrimination.

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.

### **Safeguarding statement**

At Preston North End, we are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires an Enhanced Criminal Records Check. Therefore any convictions including spent convictions that have not been subject to filtering by the DBS should be declared and these will be subject to FA approval. The cost of the DBS check will be covered by the Club.

### **Recruitment checks**

You will also be required to provide details of referees for the previous five years working history or referees whilst in full time education.

### **Disclosure Barring Service (DBS)**

This post requires an Enhanced DBS check. The cost will be covered by the Club.