**JOB TITLE**: General Administrative Assistant

**REPORTS TO:** The Board

**JOB DESCRIPTION:** Bath City Football Club are a community owned club who have both men’s and women’s teams. The Club is predominantly run by volunteers with only a small number of paid staff, mainly in roles that cover facilities management and bar and catering services.

We are looking for someone to support the day-to-day activity of the club by running the front office and supporting with admin from ticketing and finance through to event bookings and functions.

**JOB PURPOSE:** To support the smooth day-to-day running of the club, ensuring that we are customer focussed and serving our community.

**MAIN DUTIES:**

* Receptionist to handle any walk-in enquiries
* General administrative duties including answering general enquiries, ticket queries, room bookings and events
* Support the operation of the Club Shop
* Main day-to-day point of contact for tenants
* Assist Finance Director with basic bookkeeping administration as required
* Support the Commercial and Marketing teams
* Support the preparation for matchdays
* Support the team managers with requests as needed

**HOURS:** 3 hours per day, Monday-Friday (start-end times can be discussed to suit circumstances)

**LOCATION**: In office, Bath City FC, Twerton Park

**SALARY**: £20-£25k pro rata depending on experience

If you love football, have administrative role experience and want to join our team, apply by sending your CV and a covering letter to info@bathcityfootballclub.co.uk