



COMMUNITY
SPORTS
FOUNDATION

Job information pack

PARTY HOST

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 38,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: **Party Host**

Salary: **£24,375 per annum pro rata (equivalent to £12.50 per hour)**

Contract Type: **Contracted**

Line Manager: **Head of People (& Customer Engagement Manager)**

The purpose of the Party Host is to lead on the successful delivery of our Football and/or Challenge Woods Party packages across The Foundations venues.

Parties are 2 hours each, with a requirement 30 minutes set and 30 minutes clear down, between the hours of 11:00am and 17:00pm on both Saturdays and Sundays thought the year.

Objectives

- Liaise with the venue to ensure all logistics and specifics are organised and set up on time
- Work with parents to ensure all expectations and requirements are met and exceeded
- Act in a professional manor, meeting the Foundations values and behaviours.



ROLE SPECIFIC RESPONSIBILITIES

Deliver and Implement

- Provide a welcoming atmosphere to all parents and participants
- Provide an enthusiastic and positive party environment throughout

Lead

- Ensure the efficient set up of the facility prior to the participants arrival
- Be present throughout the entire party, managing parents and participants during both indoor and outdoor activities, including the Challenge Woods and zip wire
- Reset the venue after each party and leave it clean and presentable for the next booking
- Ensure all health and safety procedures are followed across all activities and venues

Plan and Communicate

- Ensure all parties are efficient and on schedule
- Communicate with café staff regarding the timing of food service
- Ensure the support staff have planned for an engaging 90-minute football session and the pitch is set up on arrival of participants

Grow

- Upsell of merchandise, parties and Foundation programmes during each booking
- Use initiative to develop the Foundation and Nest's party packages

PERSON SPECIFICATION

| KNOWLEDGE, SKILLS & EXPERIENCE | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Excellent organisation and planning skills | ✓ | |
| Be able to effectively communicate with stakeholders and Foundation/Nest staff | ✓ | |
| Experience in reactive and proactive problem solving, with a customer focus outcome | ✓ | |
| Excellent time management skills | ✓ | |
| Experience working and engaging with children | | ✓ |
| Supervision and leadership experience | | ✓ |
| Knowledge of both The Foundation and The Nest's programmes and involvement within the community | | ✓ |
| Knowledge and experience of basic Health and safety procedures | | ✓ |
| PERSONAL ATTRIBUTES | ESSENTIAL | DESIRABLE |
| Growth - Willingness to attend training courses to enhance own professional development | ✓ | |
| Integrity – Always work in line with the Foundation's values and behaviours | ✓ | |
| Belonging – Ability to work individually and as part of a team | ✓ | |
| Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems | ✓ | |
| Pride – A drive to help people achieve their goals | ✓ | |
| Commitment – Willingness to work unsocial hours, including evenings and weekends | ✓ | |



WHERE WILL I WORK?

The Party Host role will spend their working time across a range of our venues including;

Carrow Park, situated opposite Carrow Road, the home of Norwich City Football Club.

The Nest, the charity's 22-acre community hub located on the outskirts of the city.

Other locations in and around Norfolk.



OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth

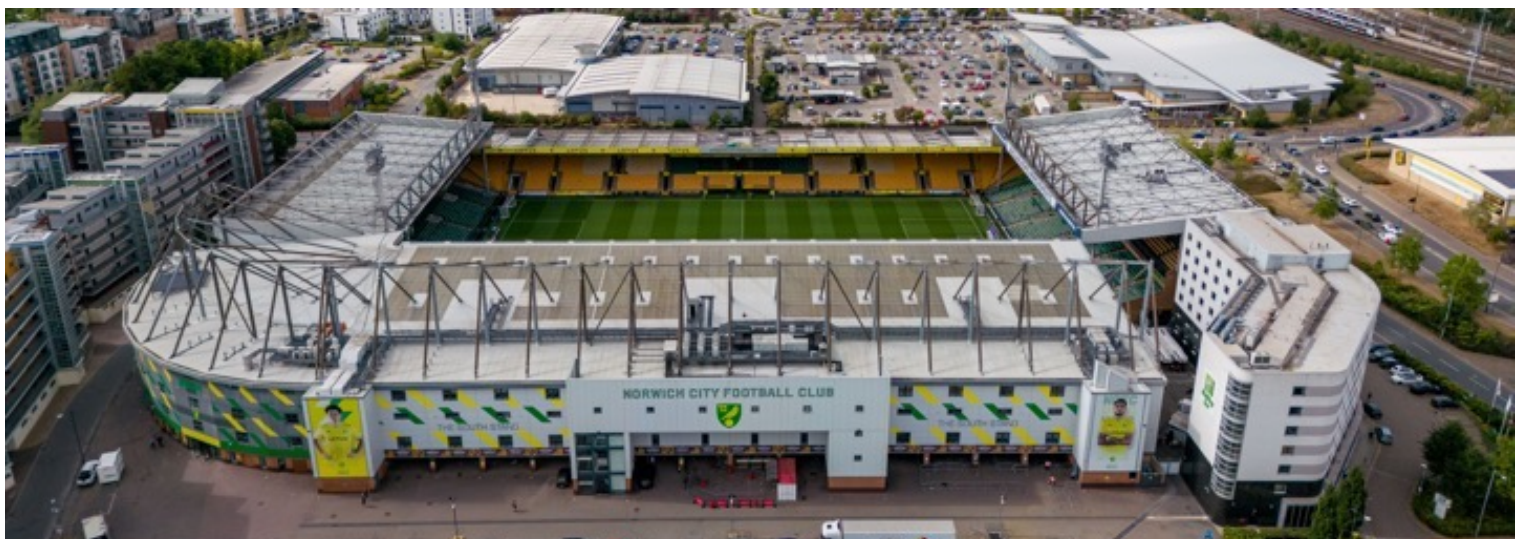
Integrity

Belonging

Resilience

Pride

Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Interview Dates: on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone prior to the closing date. If you have not been contacted by this date it means that you have been unsuccessful and not shortlisted on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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