

Volunteer Profile – Pre-Match Office Support

Job Title:	Pre-Match Office Support		
Reports To:	Various Office Staff	Jobs Reporting into the Job Holder:	N/A
Job Purpose			
<ul style="list-style-type: none"> • To assist the club in preparing for Men’s Team home games 			
Principal Accountabilities/Responsibilities			
<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • To deal with pre-match enquiries over the telephone and email, such as parking reservations • To help prepare the stadium for the match day, such as setting up stalls and turnstiles • To update the club’s website and members’ forum with relevant information • To prepare signage and advertising around the ground • To represent FC United in a way which is befitting the club’s ethos and values 			

Knowledge/Experience/Skills	
a) Knowledge/Experience/Technical Skills	
Essential: - <ul style="list-style-type: none">• Able to work on a Friday before a Saturday home game. 2:30pm-4:30pm.• Comfortable with sending and receiving emails, speaking on the telephone and maintaining computer systems	Desirable: - <ul style="list-style-type: none">• Customer service role, or experience in dealing with the general public