

September 2026

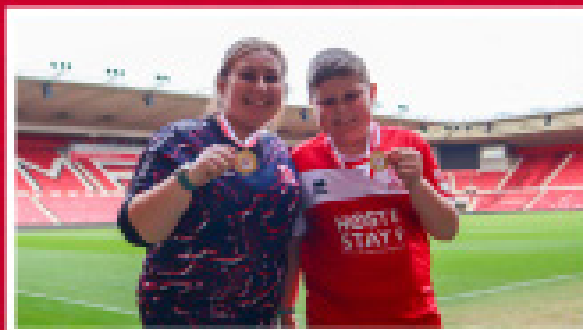
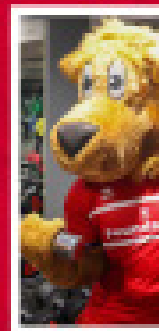
FACILITIES OPERATIVE



RECRUITMENT PACK



Foundation



WELCOME



On behalf of Middlesbrough Football Club Foundation, thank you for your interest in becoming our **Facilities Operative**.

It is a fantastic time to join the team as we look to build on the incredible work the Foundation has done in supporting the communities we serve across the Tees Valley over nearly three decades.

We are proud to work together with Middlesbrough Football Club, ensuring we are at the heart of the community, supporting individual growth and generating new talent, delivering life-changing moments through the power of football and providing unique opportunities across a wide range of communities.

We continue to be a consistent presence across the Tees Valley, having previously delivered over £20 million social return on investment, engaging with over 38,000 participants, and delivering over 25,000 sessions from 2019-2024.

Our aim for the future is to continue this reliability and stability through our Together 2024-28 strategy to build on the impact that the Foundation has delivered over the years as we continue to Inspire Confidence, Inspire Hope.

We want to make an impact in and with our local communities, to create opportunities and make a difference through high-quality delivery and long-term commitment to our participants.

We are happy to answer any questions that you may have about the role, and we look forward to receiving an application from you.

Charlotte Dinsdale
Chief Executive Officer
Middlesbrough Football Club Foundation



MISSION, VISION & VALUES



Our Vision

Inspire Confidence, Inspire Hope.

Our Mission

By using our years of experience, together with Middlesbrough FC, we raise aspirations, help realise potential and improve the life chances of people across the Tees Valley.

Our Values

Quality	Inspire	Teamwork	Inclusion	Honesty & Integrity
Driving excellence across everything we do.	Engage and motivate through positive role models.	Working together to achieve our goals.	Providing opportunities for all.	Do the right thing.

WHO WE ARE



Introduction

Established in 1996, we are the charity arm of Middlesbrough Football Club. Through programmes delivered under the banners of Education and Employability, Health and Wellbeing and Social Inclusion, we aim to inspire confidence and inspire hope and have a positive influence throughout the communities of Teesside.

We're there for everyone. We're there for young people who need a chance, guidance and someone they can trust. We're there for adults looking for work or help with education and for those of all ages who may need help with their mental health. We're there for those in later life, looking to re-establish themselves socially and boost their support network. From football provision, to those living with dementia, our aim is to make a real, lasting, positive difference.

Our Film





HEALTH CASH PLAN + EMPLOYEE ASSISTANCE PROGRAMME



HEALTH SHIELD



APPLICATION PROCESS



Please find below details of the application process.

To apply for the role please follow this link:

For further information, please contact recruitment@mfcfoundation.co.uk

Closing Date: Thursday 15 October 2026.

Interview: TBC

Please note that if a sufficient number of suitable applications are received this vacancy may close early.

Shortlisted candidates will be invited for an interview. Due to expected high application volumes, we regret that we cannot provide feedback to those who are not shortlisted.

For an informal discussion about the role, please contact: Sean Mackin (Facilities Manager) 07523 697273, sean.mackin@mfcfoundation.co.uk.

Assessment

Applications are assessed against the 'essential' and 'desirable' criteria for the role, as set out on the person specification. Please ensure, therefore, that your application fully reflects how you meet these criteria. Middlesbrough Football Club Foundation welcomes applications from all sections of the community. We welcome applications from disabled candidates. We are also seeking to diversify our workforce, particularly by gender and ethnicity.

JOB DESCRIPTION



Facilities Operative

Working Pattern: Core hours - evening and weekend work

Contract Type: Permanent

Salary: £12.76 per hour

Reports to: Facilities Manager

Location: East Cleveland Community & Sports Hub

Job Outline:

The Facilities Operative will play an important role in ensuring the East Cleveland Community and Sports Hub provides a safe, clean, welcoming and well-maintained environment for participants, visitors, staff and partners.

The Facilities Operative will support the day-to-day operation of the facility, undertake cleaning and housekeeping duties, prepare rooms and outdoor spaces for activities and events, and assist with health and safety compliance across the site.

Working closely with the Facilities Manager and wider Foundation team, the Facilities Operative will help maintain high standards of customer service, facility presentation and operational safety, ensuring the Hub remains a positive environment for the local community.

At the Foundation we are committed to living and embedding our core values (quality, inspire, teamwork, inclusion and honesty and integrity), in how we deliver our activity and interact with our partners and colleagues.

JOB DESCRIPTION



Role Specific Responsibilities Include:

Facility Operations

- Open, close and secure the East Cleveland Centre in accordance with Foundation procedures
- Maintain cleanliness and presentation standards throughout the building, including toilets, changing facilities, offices, classrooms and outdoor areas
- Prepare rooms, equipment and facilities for programmes, meetings and events
- Carry out regular facility inspections and report maintenance issues promptly
- Assist with minor maintenance tasks and coordinate external contractors where required
- Ensure grounds and surrounding areas are safe and tidy
- Support the management of bookings and assist visitors, partners and facility users

Health and Safety

- Support the implementation of Health and Safety procedures across the Centre
- Complete regular health and safety checks and maintain accurate records
- Assist with risk assessments, COSHH compliance, fire safety checks and accident reporting
- Respond appropriately to emergencies and incidents in line with Foundation procedures
- Ensure all equipment and facilities remain safe and fit for purpose

JOB DESCRIPTION



Customer Service and Administration

- Provide a professional and welcoming service to all visitors
- Respond to enquiries, concerns and complaints in a professional manner
- Complete operational records, checklists and incident reports as required
- Promote the vision, mission and values of Middlesbrough Football Club Foundation
- Undertake any other duties reasonably requested by the Facilities Manager or Senior Leadership Team

PERSON SPECIFICATION



	Essential	Desirable
Experience	- Experience working in a facilities, caretaking, maintenance or cleaning environment - Experience of maintaining health and safety standards within a workplace - Experience of working with members of the public or customers	
Qualifications	- A good standard of English and mathematics - First Aid qualification or willingness to obtain	IOSH Working Safely or similar Health and Safety qualification
Specific Skills and Knowledge	- Good practical maintenance and problem-solving skills - Ability to work independently and use initiative - Effective verbal communication and customer service skills	- Experience acting as a keyholder. - Experience working within community, sport, education or charitable settings.

PERSON SPECIFICATION



	Essential	Desirable
Specific Skills and Knowledge	· Ability to maintain accurate records and complete basic administration tasks · Understanding of health and safety responsibilities in a workplace environment	
Additional Requirements	· Ability to work evenings and weekends · Eligible to work in the UK · Enhanced DBS check · Commitment to safeguarding, equality, diversity and inclusion	· Full UK driving licence and access to transport

ADDITIONAL INFORMATION



Equality, Diversity and Inclusion

Middlesbrough Football Club Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Alongside Middlesbrough Football Club, we are committed to equality, diversity and inclusion as highlighted by our RiversideBySide initiative. The Foundation is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader.

Safeguarding

Middlesbrough Football Club Foundation and Middlesbrough Football Club are fully committed to the safeguarding and welfare of children, young people, young players, and adults at risk.

Promoting safeguarding and welfare of participants and staff is everyone's responsibility and staff and volunteers are expected to share this commitment. This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975. The successful applicant will not be able to start working for the Foundation until the DBS check has been completed.

The Foundation will also seek the successful candidate's consent for obtaining two written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

Once in post, all new staff will receive a comprehensive safeguarding induction from our Designated Safeguarding Officer, as well as ongoing safeguarding training.





**THANK YOU FOR YOUR
INTEREST IN MIDDLESBROUGH
FOOTBALL CLUB FOUNDATION**



Foundation