



# Blackburn Rovers Community Trust

'Inspiring change in **our** community - **together**'

Job Specification

## Birthday Party Host

Official charitable arm of Blackburn Rovers Football Club

Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom  
rovers.co.uk | @brfctrust | 01254 508139





**Organisation** Blackburn Rovers Community Trust (BRCT)

**Position** Birthday Party Host

**Salary** £13.00 ph

**Location** Blackburn Rovers Football Club, Ewood Park Stadium,  
Blackburn, BB2 4JF

**Type of Contract** Casual Worker

**Additional Benefits:**

- An internal staff wellbeing group
- Continuous personal development opportunities
- Additional pay for working matchday and community initiatives
- Official Blackburn Rovers staff uniform/tracksuit
- Access to a multi-faith prayer room
- Family friendly
- Free parking at Ewood Park



# “Inspiring change in our community - together”

## What we look for:

At Blackburn Rovers Community Trust, we strive to create an environment where each and every employee has the potential for personal growth and where their impact directly drives success on and away from the pitch.

As the official charity of a prestigious professional football club, we are committed to building careers and are always look for people who:

- Think ahead and are not afraid to generate innovative ideas
- Value and respect themselves and others, build relationships, collaborate across the Community Trust and club and prioritise the Community Trust's achievements rather than their own
- Get things done efficiently and effectively, deliver to the highest standards and take responsibility

## Life at Blackburn Rovers Community Trust:

Our staff and volunteers are our most important and greatest assets and we provide a vibrant, enjoyable and rewarding work environment.

The Community Trust operates out of two main core sites:

- Ewood Park (Darwen End Stand and the Blackburn Rovers Indoor Centre)
- Our Lady and St John's Catholic College

Supporting the two core sites, we operate from a number of schools, community centres and grassroots settings.

## Who we are:

Blackburn Rovers Community Trust (BRCT) is a successful award-winning charity that is continuing to grow as a sustainable dynamic organisation that positively impacts on the local community. We employ over 45 full-time staff and engage with over 40,000 people annually. We are dedicated to providing the best possible services to local people through a variety of programmes which aim to upskill, create opportunities and improve the health of those we serve.





## Our Vision, Mission and Values

Given the needs that our charity has identified within the local area, we have formulated a strategy to ensure that these requirements are met by our charity, providing support and opportunities for those who need them the most.

## Our Values

We have a dedicated and determined group of staff who are all committed to ensuring that our values are embedded in everyday thinking, from planning to fundraising to delivery. It is essential that all connected with Blackburn Rovers Community Trust share in these values to assist us in achieving our ambitions of:

- Building positive partnerships with like-minded organisations.
- A pro-active style in progressing the impact and quality of our work.
- An open and honest approach to working will all parts of our community.
- To ensure that anyone who wants to engage with the Trust can do so.

### Our Vision is to:

Inspire change  
 Raise aspirations  
 Invest in futures  
 Improve health & wellbeing  
 Provide sports opportunities  
 Build a more inclusive community

### Our Core Values:

Innovation  
 Creativity  
 Individuality  
 Inclusivity  
 Diversification  
 Proactivity  
 Ambition  
 Determination  
 Principles  
 'Family'

### Our Pillars:

Encouraging Achievement  
 Enhancing wellbeing  
 Fulfilling potential  
 Success through sport



1.	Job Title	Birthday Party Host
	Salary	£13.00 ph
	Hours of Work	The role is based on weekend hours.
	Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF.
	Responsible To	Operations Director
	Contractual Status	Casual Worker
	Closing Date	Monday 6 <sup>th</sup> August, 12.00pm
	Interview Date	w/c 6 <sup>th</sup> August 2026
2.	Overall purpose of the Job	<p>Blackburn Rovers Community Trust (BRCT) is the award-winning independent charitable arm of founding member of the EFL and the Premier League - Blackburn Rovers FC.</p> <p>Using the brand of Blackburn Rovers FC and the power of football and sport for positive social change, we are seeking to appoint a Birthday Party Host to provide a warm welcome to our birthday party guest, hosting fun football or multi-sport games, conducting mini ground tours, and serving party food -to overall create a positive birthday experience.</p>
3.	Duties and Responsibilities	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>To be committed to ensuring the safeguarding and welfare of all fans and visitors.</li> <li>To positively engage with fans to promote the charities activities and events.</li> <li>To provide an excellent customer service, to give a positive experience for our participants and stakeholders.</li> <li>Any other duties as reasonably assigned by the Operations Director in relation to this role from time to time.</li> </ul> <p><b>Birthday Party Host:</b></p> <ul style="list-style-type: none"> <li>To lead/assist on the delivering our birthday party offer, including, but not exhaustive: first point-of-contact on the day, set up the party room, escort the birthday party through the day, organise party games, and facilitate party food/drink.</li> <li>To provide an excellent customer service, to give a memorable birthday party experience.</li> <li>Responsible for the administration associated with the birthday parties, including being the point-of-contact for enquiries.</li> </ul>



4. General	<p>To always be approachable and represent Blackburn Rovers Community Trust in a professional manner regarding dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible and unsociable hours where the role of the job requires including some evenings, weekends and overnight stays.</p> <p>To contribute to a positive working and learning environment.</p>
------------	---

**5. Person Specification**

	Essential	Desirable
Knowledge, Experience and Qualifications	<p>Safeguarding best practices and experience of acting on this knowledge to protect young people.</p> <p>Working in a professional environment.</p> <p>Ability to communicate effectively with all staff and customers.</p> <p>Willingness to assist other staff, including birthday parties, coaching and tournaments.</p> <p>Able to lift and move heavy objects safely.</p>	<p>Experience working with children’s birthday parties.</p> <p>Experience working within a customer service sports environment.</p> <p>Experience of working with a charity and/or a professional football club community scheme.</p> <p>Level 1 or above Football Coaching award and/or other NGB equivalent.</p> <p>Minimum of four GCSEs includes English and Maths of a Grade C or above. (or equivalent)</p> <p>A valid UK driving licence.</p>
Skills	<p>Able to work on your own initiative, possess good organisational skills and manage own workload.</p> <p>Good communication skills; written and verbal.</p> <p>Excellent customer service skills and phone manner.</p> <p>Ability to adapt to the needs of service users.</p>	<p>Experience of working within diverse communities.</p>



	<p>The ability to work professionally as part of a team and as an individual.</p> <p>Ability to respect confidentiality at all times.</p>	
<p>Values</p>	<p>A pleasant and approachable demeanour.</p> <p>Self-aware, self-motivated and proactive.</p> <p>Flexible and adaptable.</p> <p>Strong sense of quality and values.</p> <p>Inclusive.</p>	

**How to apply:**

To apply, please email your application form, equal opportunities form and covering letter to [recruitment@brfctrust.co.uk](mailto:recruitment@brfctrust.co.uk). CVs will not be accepted.

Recruitment ([recruitment@brfctrust.co.uk](mailto:recruitment@brfctrust.co.uk))

FAO: Martin Winters

Blackburn Rovers Community Trust  
 Ewood Park  
 Blackburn  
 BB2 4JF

**Please note:**

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and several whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

**Safeguarding Recruitment:**

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record and/or the FA’s Whole Game system, which will be shared with key football and other sports governing bodies and organisations where applicable.

**Equality, Diversity and Inclusion:**



As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

**You can view Blackburn Rovers Community Trust's 2024 Impact Report by clicking [HERE](#).**

