



The Shots Foundation



Job Description for **Business Placement/Internship** for the Shots Foundation

'Making a difference in our local community'

Duties. On behalf of the Shots Foundation, the charitable arm of the Aldershot Town FC, the postholder is to be directed by, and support the work of the Foundation Manager, allowing the Foundation to continue to "Make a difference to the local community of North East Hampshire and Surrey"

Reporting to – the Foundation Manager or the Chair of the Foundation.

This role is remuneration is as follows;

Hours – flexible – some Saturday work is expected to cover match days of Aldershot Town FC.

Duties will cover the following areas;

Administration

Examples include

- carrying out administrative duties, using systems and processes relevant to the Foundation
- Responding to enquiries, emails, phone calls etc.
- Typing letters, emails etc.
- Shots Foundation website support.
- Shots Foundation twitter Instagram and social media support.
- Meeting and greeting on behalf of the Foundation.
- Administrative support for Shots Foundation courses and events eg organising events, processing applications, ensuring coach and volunteer availability etc.
- Maintaining data bases.
- Filing and record keeping.
- Working with students or young people as directed by the Chair of the Foundation or Foundation Manager
- Liaising with local sports clubs, regional organisations eg Surrey Community Matters, Hampshire FA and national governing bodies eg the National League Trust as directed by the Chair of the Foundation or Foundation Manager.
- Consulting with all members of the community and local sporting organisations as necessary for the success of an event.
- Advising the Chair of the Foundation or Foundation Manager as appropriate.
- Assisting with the organisation of Shots Foundation volunteers.

Shots Foundation Soccer camps, events and activities support

Examples include

- Meeting and greeting on behalf of the Foundation
- Administrative support for Shots Foundation courses and events eg processing applications etc
- Helping during the duration of events eg putting goals, nets together
- Coaching.
- General support, guidance and presence at an event
- Liaison with visitors eg Aldershot players attending

Match Day experience support

Examples include

- Setting up the Community Room.
- Meeting and greeting on behalf of the Foundation.
- Assisting supporters with seating and meeting Phoenix inc photo opportunities
- Helping during the duration of events eg assisting with tours of the stadium.
- Ensuring any supporters assisting with, say, flag waving at kick off time are directed as appropriate.

Grant applications and fund raising

Likely to support the work of the Shots Foundation “Grants Application Writer” as necessary and as directed by the Chair of the Foundation or Foundation Manager.

It is likely that the successful postholder will be of student age – possibly seeking a gap year, a business placement year or first role upon leaving University.

Skills and Abilities:

- The ability to juggle a wide range of activities, prioritise own workload, deal with conflicting demands and meet tight deadlines.
- Competence in all areas of Microsoft Office.
- Administrative and organisation skills of a high standard.
- Strong communication and interpersonal skills.
- Written and verbal English of the highest calibre.
- Accurate, systematic, with excellent attention to detail – even when working under pressure.
- A team player with enthusiasm and a sense of humour.
- Friendly and personable, with a professional approach.
- Ability to build relationships, both within and outside of the Shots Foundation, but able to be assertive, if necessary, to achieve targets and complete tasks.
- Able to work in a small charitable organisation with limited resources.
- Flexible, adaptable and willing to support others at times when particular organisational priorities take precedence.
- Proactive approach to deadlines.
- Enjoys football and sport in general.

To apply, please send your CV including details of where you feel you can support us to

John.casey@shotsfoundation.org Chair of the Foundation or

John.Monday@shotsfoundation.org Foundation Manager