

## Personal Assistant

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Company: Leicester City Football Club

Location: Seagrave

Category: management

### About The Role

Leicester City Football Club has an exciting opportunity for an experienced Personal Assistant to join the team, playing a key role in providing personal assistance and administrative support to the Director of Football as well supporting the operation and coordination of administrative duties across the wider Football department.

### Who We're Looking For

We are looking for an individual with demonstrable experience in supporting Senior and Executive team members. The successful candidate will possess excellent administration skills, be highly organised and have experience in managing, scheduling and supporting day to day activity in a calm and professional manner.

### About The Club

Knowing some of the history of Leicester City Football Club helps you appreciate the sense of community, spirit and family for which the Foxes are renowned for.

Formed in 1884, Leicester City became Premier League champions in 2016. This remarkable achievement qualified them for the UEFA Champions League for the first time in

the Club's history, and the Foxes went on to reach the quarter finals of the competition. The Club continues to build on that success, and celebrated lifting the prestigious FA Cup in May 2021.

Under the stewardship of King Power and the Club's CEO Susan Whelan, Leicester City Football Club is deeply committed to the local community and its supporters and continually strives to ensure that every point of engagement with fans is truly world class including the experience on matchdays. Meanwhile, investment in the Club continues, with the 2021 opening of a new state-of-the-art Training Ground in north Leicestershire.

### Benefits Package

Leicester City Football Club offers a competitive salary and pension scheme with life assurance to all its permanent employees. To make the most for day to day living, employees are able to access various retail discount programmes and salary sacrifice schemes, as well as benefit from free onsite parking and onsite, subsidised staff restaurants. Employees also benefit from up to 33 days' annual leave including bank holidays.

Contract Type – Full time, Permanent

One City. One Club. One Leicester.

Leicester City Football Club believes that football is for all and we are committed to Diversity and Inclusion, where valuing the individual is our highest priority. We are working to see equality across all areas of the Club and welcome applications from all areas of the community.

If you have any requirements in regards to the recruitment process, please let us know. We are happy to support your needs.

Leicester City Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such, you may be subject to a satisfactory enhanced disclosure via the Disclosure & Barring Service and prior to taking up any role.

Suitable candidates will be interviewed as and when they apply; the role will be shut down as soon as a suitable candidate has been sourced.

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