



JOB DESCRIPTION			
Job title:	Security Officer	Contractual status:	Permanent
Hours of work:	43.33 hours per week, shift work which will include days, evenings and weekends	Salary range:	Competitive
Location:	<ul style="list-style-type: none"> Turf Moor, Harry Potts Way, Burnley, Lancashire, BB10 4BX. Burnley FC Training Ground, Habergham Dr, Burnley BB12 8UA. 	Reporting to:	Safety and Security Manager

Job Summary:
Responsible for the security and safety of Burnley Football Club at both Turf Moor and Burnley FC Training Ground 24/7.
Roles and Responsibilities:
<ul style="list-style-type: none"> Attend to all visitors including staff, customers and on-site contractors. Carry out patrols at both sites, control access, monitor CCTV and deal with emergencies. Undertake site & office opening/closure procedures. Take control of contractors on site to ensure they have access to their areas of work. Comply with all Club policies. Promote the Burnley FC brand and ethos in a professional, strong, and positive manner. To understand and implement the Club's Safeguarding policy, procedures, and best practice guidelines in your role. Hold a commitment to equality and diversity in the workplace. To be able to work flexible hours where the role of the job requires. Work alongside other team members to support in other areas of the organisation as and when required to promote best practice. This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

PERSON SPECIFICATION		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A positive attitude towards professional development and their own learning. 	<ul style="list-style-type: none"> SIA Accredited – Door supervisor / CCTV.
Experience & Skills	<ul style="list-style-type: none"> Prior experience of providing customer service. Excellent communication skills. 	<ul style="list-style-type: none"> Previous experience in the military/emergency services.
Personal Qualities	<ul style="list-style-type: none"> Responsive and professional attitude. Displays resilience with the ability to remain calm. Good IT skills. A flexible approach to work. A friendly, positive 'can do' and courteous attitude. Strong team-working skills. Shows initiative and has confidence in own ability. Displays no prejudice when working with others. A commitment to the aims, vision, and values of Burnley FC. Ability to maintain confidentiality. 	<ul style="list-style-type: none"> Ability to embrace change and innovation responding positively to new ideas.