



<b>Department</b>	Operations
<b>Job Title</b>	Stadium Manager
<b>Salary</b>	Commensurate with experience and qualifications
<b>Contract type</b>	Full- or Part-Time subject to candidate
<b>Hours</b>	The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends, and such hours as necessary
<b>Responsible for</b>	Stadium Management & Compliance
<b>Responsible to</b>	Director of Operations
<b>Regular working hours</b>	Variable dependant on demands of the role - the post holder is to expect regular weekend & unsocial hours as part of an irregular working pattern

### **Purpose of the post**

Reporting directly to the Director of Operations, responsible for managing all aspects of legislation and compliance with direct responsibility for the Lincoln City Football Club stadium and associated facilities. The candidate should have appropriate skills and experience, be flexible and adaptable, have excellent leadership and communication skills, and be able to work on own initiative and as part of a team.

**Presenting a professional image and demonstrating the core values of the club in actions and behaviours are critical to the performance expectations of this post.**

### **Disclosure and Barring Service (DBS)**

Not required.

### **Key Duties and Responsibilities**

#### **Specific:**

- Manage all aspects of compliance, local authority legislation, building regulations and Health & Safety, and update/prepare policy documents
- Manage the Event Safety Officer to ensure all event-related licences, policies and procedures are accurately updated and maintained
- Work to the guidelines set out in the Green Guide and other national governing body and licensed authority regulations for the safety of stadia and public buildings
- Manage relationships with regulatory bodies
- Manage relationships with external contractors and service providers
- Manage internal working relationships and work collaboratively with other departments
- Budget holder in respect of the above
- Understand when and how to take effective and appropriate action as required to maintain safety
- Work as a proactive member of the operations team to implement good practice and identify new and improved working practices
- Report and record accurately and in good faith any such incidents as required by regulations and the club's policies for reporting and recording
- Operate with integrity and respect at all times

#### **General:**

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Safeguarding Policy, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy
- Devote full attention and ability to fulfilment of the duties required by the role
- Active participation in training, continuing professional development and the appraisal process
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations



- Any other duties commensurate with the grade and falling within the scope of the post.

### Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

Personal Skills/Characteristics	Essential	Desirable
<b>Experience</b>  Experience of employment in line with the job description, although not necessarily at a senior level Experience of leadership and working effectively in a team	  X X	
<b>Qualifications and training</b>  Appropriate industry-specific qualifications and training in line with the post		X
<b>Special skills and knowledge</b>  An understanding of and commitment to legislation, compliance, health and safety, facility management with a particular focus on public buildings and spaces Good communication, leadership, and organisational skills	 X X	
<b>Personal qualities</b>  Positive attitude and an ability to independently problem solve and attention to detail Desire to improve business practice and policy and drive new initiatives with a particular focus on the implementation of technology Efficient and flexible time management	 X X X	
<b>Personal circumstances</b>  Ability and willingness to work outside normal hours, including evenings and weekends Ability to travel independently	 X X	

*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. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club & Foundation is an equal opportunities employer.*