

## HEAD OF FACILITIES

**Salary:** Competitive – please state your expectations on application

**Hours:** Full time, 42 hours per week, and 5 out of 7 days, including match days.

**Location:** The City Ground, Nottingham, NG2

We have an exciting opportunity for an experienced, enthusiastic, hardworking and determined Head of Facilities to join our business and perform a key role within Nottingham Forest Football Club.

Within the role of the Head of Facilities, the successful applicant will utilise their previous experience within a sporting or entertainment industry to take responsibility of the efficient and effective facility management of The City Ground, Training Ground and any other sites owned or operated by Nottingham Forest Football Club. You will also be responsible for the management and development of our team of Electricians and Maintenance Engineers.

This is a great opportunity to join NFFC at an exciting time and be part of a successful Club that is passionate about its people.

### Benefits of joining us

- 22 days annual leave
- Staff tickets to our home games
- Store discount
- Company sick pay
- Great team environment

### Key Tasks and Responsibilities

- Liaise with department heads to understand their needs and those of our supporters and ensure these are successfully delivered.
- Undertake regular site inspections, troubleshoot and monitor standards at Club sites, recommending and implementing improvements as required to ensure consistently high standards are met.
- Manage contracts and relationships with suppliers and contractors on a daily basis in accordance with agreed SLAs and KPIs.
- Source and negotiate new contracts and contract renewals in line with Club policy at all times, always undertaking a thorough market review, robust due diligence and ensuring a win-win for all parties.
- Put in place a proactive preventative maintenance plan.
- Manage the Facilities budget and ensure costs, resources and planning meet Club objectives.
- Ensure suppliers and contractors comply with all Health and Safety requirements.
- Provide input to stadium development projects.

### Required Qualifications and Experience:

- Experience working in a facilities management environment within the sports and/ or entertainment industries, preferably with experience of stadium development or construction management.
- Good working knowledge of applicable site and industry regulations and codes of practice.
- Track record of managing contracts for outsourced services, understanding value and cost.
- IWFM Level 4 Diploma in Facilities Management or equivalent.
- Financially aware and able to manage facility budgets and negotiate supplier contracts.
- Solid experience collaborating with multiple stakeholders and able to influence others.
- Knowledge of relevant Health & Safety Legislation, qualification in this area would be preferred.
- Confident decision maker, strong communication skills and good personal presentation.
- Sound organisational skills and works well under pressure and has flexibility to deal with issues out of hours and at short notice.
- A positive can do, results-driven attitude with ambition and drive to progress.
- Good MS Office skills.

If you are excited at the thought of joining our amazing team at Nottingham Forest, our application process is via our Application and Diversity forms which can be found on our website and emailed to [jobs@nottinghamforest.co.uk](mailto:jobs@nottinghamforest.co.uk). Along with a copy of your CV.

Due to the high volume of applications we receive daily, **please state your name and the job role in the email subject bar on application as follows: NAME – JOB ROLE – APPLICATION**

*Nottingham Forest Football Club is an equal opportunities employer and welcomes applications from all suitably qualified persons, regardless of age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.*