

Stadium and Facility Manager Job Description

General Responsibilities:

Responsible for the facility management of County Ground Stadium inclusive, H&S Arrangements, Stadium Operations Staff, Sub-contract management, maintenance programme (including M&E) and general site operations on matchdays.

To be the key coordinator for all external and internal stakeholders for any event within the venue where safe operating practices are required.

Main Responsibilities:

- Provide strategic management to ensure that the Stadium and grounds remains operational and functional for Football matches and any other events being hosted– this will include the planning, delivery and monitoring of response and capital maintenance programmes.
- Line manage Stadium Operations Team (Ground staff, Cleaning and Maintenance)
- Responsible for maintaining formal liaison with local authority departments to maintain a safety certificate issued under the Safety of Sports Ground Act 1975. This process will require knowledge of the Guide to Safety at Sports Ground (Pink Guide) to ensure compliance with national standards and requirements of the Council Safety Advisory Group. (SAG) – this also includes ensuring training and certification of stewarding team is conducted annually
- Ensure safe operational practices conducted by specialist sub-contractors (including PTW, submission of RAMs and client responsibilities within CDM 2015)
- The designated Health and Safety individual for the club.
- Ensure site surveillance systems are fully operational
- Managing and coordinating the FA & EFL Minimum Standards annual audit (and any responsive criteria)
- Assist the Ticket Manager to ensure matchday access control is maintained and effective
- Responsible for the security of the stadium -inclusive staff briefing and training – liaison and control of security contractors
- Liaison and management of external agencies and casual staff on a matchday i.e. medical, Police, Fire, Traffic Enforcement, Security and Response contractors
- Ensure the highest standards are met in terms of all H&S, employer and other applicable legislation i.e. Building Regulations, Fire, Water Management,
- Lead the contract management process (supplier), developing key relationships, driving cost reduction and service delivery.
- Lead as required, with project management of stadium improvements or large maintenance contracts to ensure execution in a timely fashion, whilst adhering to all safety protocols.

- Ensure site adherence to insurance schedules
- This job description does not contain all the duties and responsibilities that may arise in this role and you will need to undertake other duties as instructed or on initiative to ensure the safe operational functioning of The County Ground.

Skills and Experience:

Essential

- At least 3 years 'experience in a similar or transferable skills position
- Strong interpersonal skills, a high degree of personal motivation and excellent levels of communication.
- Possess excellent IT skills, specifically Microsoft Word, Excel & PowerPoint.
- IOSH Managing Safely
- Good understanding and operational experience of Health and Safety management in a similar venue.

Desirable

- Experience of mid-senior level management in a multi-event environment
 - Knowledge of the Green Guide to Safety at Sports Grounds
 - Hold or working towards NEBOSH Diploma
 - Hold or working towards NVQ level 4 in Spectator Safety Management
 - Proven experience of developing and implementing facility management strategies.
 - Project management qualification and experience – AGILE, PRINCE 2
- This position will require weekend and evening working for match days.

To Apply:

Please send your CV and a covering letter outlining your suitability for this role to debbie@swindontownfc.co.uk by 31st March 2021.