



Job Title	<b>Assistant Groundsperson</b>
Reporting to	<b>Head Groundsperson</b>
Location	<b>WBA FC Training Ground, Carrington's Way, 430 Birmingham Road, Walsall, WS5 3LQ</b>
Main Purpose	<b>To assist the "Head Grounds Person" in the effective maintenance and upkeep of the grounds and pitches at the Training Ground.</b>
Salary	<b>£25,750 per annum</b>
Working Hours	<b>Full Time which will include evenings and weekends in line with business needs</b>
Closing Date & Interviews	<b>31<sup>st</sup> May 2023 - The vacancy will close as soon as a suitable applicant is found so an early application is recommended</b>

**For further information or to apply for this post please send your CV and cover letter to [vacancies@wbafc.co.uk](mailto:vacancies@wbafc.co.uk)**

#### **DUTIES AND RESPONSIBILITIES**

The main responsibilities include but are not limited to:

- To assist in the day-to-day management of the grounds facilities at West Bromwich Albion's training ground, particularly the maintenance of the grass pitches
- Ensure that all facilities are maintained to a high standard;
- Work with others as part of a small team;
- Liaise with other members of staff, particularly coaching and playing staff, to ensure that their requirements are met;
- Work on own or with no or minimum supervision;
- Assist in the management and overseeing of external contractors;
- Ensure that all users of the facilities are able to do so within a safe environment;
- To carry out safety checks on any equipment that is to be used;
- Ensure adherence to Health and Safety Legislation;
- Undertake cleaning, repairs and maintenance of grounds equipment as necessary;
- Be a nominated 'First Aider' and so take the lead /give appropriate support in emergency situations requiring first aid treatment;
- Manage the workload of self
- To contribute positively to the Clubs vision and culture
- To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything

- To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour
- To fully participate in one-to-ones and departmental reviews and meetings
- To fully participate in annual and mid term appraisals
- To understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role
- To promote and assist with Safeguarding and report all concerns
- To carry out CPD and keep up to date with any training and updates relevant to the role
- To ensure the health & safety within the Club for self and others is adhered to at all time
- To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding
- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

**The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.**

#### **PERSON SPECIFICATION**

##### **Essential Criteria**

- Previous experience of maintaining grounds facilities in a leisure/sporting environment
- Previous experience of using grounds machinery (e.g., mowers and tractor)
- Knowledge of Health & Safety legislation
- Able to work as part of a team but also on own
- Ability to prioritise workload for self
- Good interpersonal skills
- A keen eye for detail
- Full driving license
- Be flexible in your approach to suit the businesses needs

##### **Desirable Criteria**

- Phase 2 or City & Guilds qualification in Groundmanship or equivalent
- PA1 & PA6
- First Aid certificate
- Basic Health & Safety
- Knowledge of irrigation systems

### **Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity. West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

### **Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expect all staff and volunteers to share this commitment.

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here  
<https://www.wba.co.uk/club/about-us/club-policies>

**References will be carried out for this post.**