



JOB DESCRIPTION

Job Title	Facilities Manager (including Stadium Matchday Safety Officer)
Department	Health & Safety
Reports to	Chief Executive Officer (CEO)
Hours of work	Due to the nature of the appointment, flexibility is required and hours will vary (including evenings, weekends and Bank Holidays) in accordance with the operational needs of the business. The role will require, at times the working week to be in excess of 40 hours, with lieu time offered to compensate.
Purpose of the post (Day to Day)	All aspects of Health & Safety, including compliance, inspections and testing at all venues either owned or leased by Grimsby Town Football Club including training where required. To deliver all aspects of safety, as defined in the Club's Safety Certificate as prescribed by North East Lincolnshire Council, the Safety Advisory Group and the Sports Ground Safety Authority.
Purpose of the post (Event Day)	To ensure, as far as reasonably possible, the safety of everyone attending regulated Football or other events at the home of Grimsby Town Football Club, in accordance with the Club's Safety Certificate's Terms and Conditions and the Club's Statement of Intent for Spectator Safety. This also applies to any other venue operating or leased for the purpose of spectator events on behalf of Grimsby Town Football Club including Academy activities. The post holder shall have no other duties on a match/event day, other than those involved in the execution of the role of Safety Officer.

Duties and Responsibilities:

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act 1974, Safety of Sports Ground Act 1975 (or any other relevant legislation or Acts of Parliament), the Regulatory Reform Order 2005, the Club's Code of Conduct, Safeguarding Policy, Diversity and Equality Policy, Equal Opportunities Policy, Financial Regulations Policy and Social Media Policy.
- Assume responsibilities on behalf of the Club for the provisions of the General Safety Certificate issued by North East Lincolnshire Council and the Club's Statement of Intent for Spectator Safety.
- Continually review all matchday safety operations and staffing at Blundell Park and make appropriate recommendations to the CEO for consideration and improvement.
- Assume responsibility for the provision of training and assessment for all staff employed by the Club relating to Health and Safety, including the roles undertaken by the matchday safety stewards.
- Act as the representative of the Club in regular consultation with senior members of the Humberside Police, Humberside Fire Service and East Midlands Ambulance Service, North East Lincolnshire and Sports Ground Safety Authority on matters associated with the safety and security of spectators.

- Represent the interests of the Club and attend all Safety Advisory Group meetings of North East Lincolnshire Council
- Act as the Club Liaison Officer with the “Emergency Services” in the event of an unforeseen incident, ensuring that the CEO and Chair are kept fully informed of any developments
- Ensure the appointment of a Deputy Safety Officer, Assistant Deputy Safety Officer, Duty Managers, Senior Stewards, CCTV Operator, Matchday Loggist, Stewards and any specialist Stewards and regularly evaluate their performance
- Co-ordinate, monitor and advise upon all Health & Safety matters affecting the Club including all facilities either owned or leased by the business
- Monitor staffing levels on an event day to ensure effective and equitable distribution of staff in accordance with the General Safety Certificate and partner organisations such as the Emergency Services (Blue Light services)
- Liaise with the CEO and Chair on any new legislation and safety related advice affecting the Club and arrange for implementation
- Maintain a close liaison with the local Fire Prevention Officer regarding fire safety at the Stadium and ensure the fire safety instructions are adhered to
- Be aware of the requirements of all Sports Grounds legislation, as defined in the ‘Green & Purple Guides’ and any other advisory documents, the Safety Certificate, the licence issued by the Sports Grounds Safety Authority and ensure compliance.
- Responsible on match days at Grimsby Town Football Club, Blundell Park, Cleethorpes, North East Lincolnshire, for spectator safety and security, acting in full co-operation with Humberside Police
- Manage budgets associated with the role.
- Ensure all conditions of the General Safety Certificate are fully complied with. In the event of any non-compliance for any reason the Safety Officer will inform the CEO and Chairman and notify North East Lincolnshire Council as soon as possible.

Inspect the Stadium to ensure:-

- There are no stored combustible or hazardous materials that could present danger to spectators
- That there are no materials that could be used as missiles
- That all ingress and egress routes within the Stadium are clear of obstructions and that the surface does not present a hazard to spectators
- That all exit gates are unobstructed
- That all gates open easily and that any drop bolts or securing devices prescribed in the General Safety Certificate are functioning correctly
- That copies of the ground regulations are displayed at all entrances to the ground
- That all exit and directional signs are in place, are in a reasonable condition and illuminated (if appropriate)

Ensure that the following equipment/systems are tested and where necessary faults rectified:-

- CCTV system
- The public address system (test at each operating point)
- Loud hailers
- Steward radio system
- Temporary lighting
- Fire fighting equipment
- Turnstile monitoring system;
- Any equipment provided by the Club for use by the Emergency Services (to be tested in liaison with the relevant service)

Ensure:-

- That the medical support personnel as required by the General Safety Certificate are available;
- That the first aid room, equipment and materials are in accordance with the provisions of the General Safety Certificate

Training:

Ensure that all staff who are on duty for matches receive training in or are made aware of, as appropriate:-

- Their duties as Stewards, Turnstile Operators, Car Park Attendants and any Specialist Safety Personnel
- The action to be taken in the event of fire or other emergency
- Basic first aid
- The Club's contingency plans
- The Club's Spectator Safety Policy and Health and Safety Statements

Records:

- Ensure the maintenance of records of all safety tests and/or inspections as required by the General Safety Certificate
- All records shall be kept at the Club's premises and be available for inspection by any duly authorised person

General Duties:

- Demonstrate the GTFC values at all times
- Provide line management for the Maintenance Team
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Grimsby Town Football Club and Sports & Education Trust to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Active participation on continuing professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the role
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- 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
- To recognise commercial opportunities across all products and feedback to the clubs Commercial Manager
- Promote the brand identity
- To support Grimsby Town Football Club's green energy saving policy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency
- Any other duties commensurate with the position as requested by the Chief Executive
- The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the the role, without changing the general character of the post