



**Job Description: Greenkeeping & Grounds Maintenance Assistant**

<b>Job Title</b>	Greenkeeping & Grounds Maintenance Assistant
<b>Department</b>	Club - Reports to Head of Groundstaff
<b>Key Contacts Internal</b>	Grounds Maintenance, First Team, Academy Staff and Stadium management
<b>Key Contacts External</b>	N/A
<b>Location / Requirements</b>	Based at Stevenage Football Club training and playing premises located at The Lamex Stadium & Shephalbury Sports Academy, Broadhall Way, Stevenage, Herts, SG2 8RH, and Bragbury End Training Complex, Aston Lane, Stevenage, Herts, SG2 8DT. Due to the nature of the post, evening and weekend work will be required based around the Club's home First Team fixtures.
<b>Hours/ Remuneration</b>	37.5 hours - Remuneration commensurate with skills and experience.
<b>Job Purpose</b>	The primary purpose of this role is to work as part of a team in the maintenance and general upkeep of the Stevenage FC Training Centre at Bragbury End, the Stevenage FC Academy at Shephalbury and the Lamex Stadium.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Maintenance of the amenity landscapes, including hand and ride on cutting of grass areas and pitches. Strimming around trees, car parks, hedges and sprinklers. Gardening such as disposing of cuttings, leaves and debris, as well as hand weeding sensitive areas around plants and paths where chemical control is not permitted etc</li> <li>• Wide use of machinery in renovation of grass areas, such as use of aerators, scarification, hand seeding and seeders</li> <li>• Pedestrian and ride on grass cuts of football pitches and surrounds.</li> <li>• Watering plants and other associated areas with hand held equipment.</li> <li>• Assisting in the renovation of pitches using equipment associated with this process e.g. tractor clean-up work.</li> <li>• Marking out pitches.</li> <li>• Assisting with deliveries, manual handling of bags of sand, sand soil, fertilizer bags and seed bags ranging from 20-25kg.</li> <li>• Cleaning equipment stores and associated wash down areas.</li> <li>• Operation of tractor and trailers when carrying out multiple jobs.</li> <li>• Ad hoc duties as and when required across all detailed sites.</li> </ul>





**Personal Specification: Greenkeeping & Grounds Maintenance Assistant**

Qualifications	Essential	Desirable
1 - Valid full (UK) driver's licence	✓	
2 – NVQ in Greenkeeping & Grounds Maintenance or similar	✓	
3 – Spraying / fertiliser licence		✓
4 - Advanced DBS Disclosure		✓
5 - Emergency first aid certificate	✓	
<b>Skills, Knowledge &amp; Experience</b>		
6 - Previous experience of operating greenkeeping and sports pitch cutting and marking equipment.	✓	
7 – Previous experience of marking out and setting up of pitch playing surfaces, setting up of machines prior to use.	✓	
8 – Knowledge and experience of Health and Safety requirements for each task is in line with H&S legislation, best practice and MCFC H&S policy.		✓
9 – Experience of working with sub-contractors.		✓
10- Strong organisational skills and the ability to prioritise tasks.	✓	
11 – Able to communicate effectively.	✓	
12 - Accurate timekeeping skills.	✓	
<b>Attitude/Behaviours</b>		
13 - Takes responsibility for ensuring a high quality of work.	✓	
14 - A genuine team player who will support and motivate other members of the team.	✓	
15 – An adaptive individual who can cope well in high pressure situations.	✓	
16 – A proven ability to multi task and manage multiple projects.	✓	
<b>Personal Qualities</b>		
17 - Hardworking and enthusiastic	✓	
18 – Good attention to detail	✓	



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19 - Loyal and committed	✓	
20 – Seeks to learn and develop daily	✓	

#### Application Process: Greenkeeping & Grounds Maintenance Assistant

<b>Application Instructions</b>	Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their C.V.  Application Postal Address: Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH  Email Applications to: <a href="mailto:Lindsay@stevenagefc.com">Lindsay@stevenagefc.com</a>
<b>Application Deadline</b>	9am on Monday 20th May 2019
<b>Interview Date</b>	Tuesday 28th May 2019
<b>Role Start Date</b>	June 2019 Subject to Notice Periods
<b>Employability Statement</b>	Stevenage Football Club is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.



**ASTUTE**

