



## Assistant Head of Sports Turf & Grounds Staff

Job Title	Assistant Head of Sports Turf & Grounds Staff
Department	Club - Reports to Head of Grounds Staff
Key Contacts Internal	First Team, Academy & Stadium Staff
Key Contacts External	Stevenage Borough Council, Oaklands College, Product Suppliers
Location / Requirements	Based across all Stevenage Football Club venues including the stadium, first team training ground and academy. All sites are located within one mile of The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH.
Hours/ Remuneration	40 hours per week including all home fixtures – Competitive salary subject to skills and experience
Job Purpose	<p>To assist the Head of Grounds Staff in the day to day maintenance of the stadium pitch and surrounding areas and deputise in his absence.</p> <p>To develop ideas and strategies to achieve the best surface possible.</p> <p>Manage staff to achieve end goals both productively and efficiently.</p> <p>Liaise with Head Grounds Staff and 3rd party company representatives in regard to ordering products and consumables.</p> <p>Implement regular testing and analysis of the stadium pitch to ensure consistent surface.</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>To manage the team of staff based at the stadium and/or training ground.</li> <li>Pitch maintenance duties; mowing, scarification, aeration, fertilising, spraying, marking out (to precise parameters required at professional football club and the Head Groundsman)</li> <li>Renovation duties in off season</li> <li>Keep records of machinery servicing</li> <li>Management of staff rota to ensure adept cover is provided to meet the needs of the business</li> <li>Ensure staff comply with relevant health and safety legislation at all times.</li> <li>Monitor and execute the need for pitch irrigation.</li> </ul>





# STEVENAGE FOOTBALL CLUB

Stevenage FC Ltd  
The Lamex Stadium  
Stevenage  
Herts; SG2 8RH  
01438 223223

[www.stevenagefc.com](http://www.stevenagefc.com) | [www.borotickets.co.uk](http://www.borotickets.co.uk) | [info@stevenagefc.com](mailto:info@stevenagefc.com)

- To work with the Head of Grounds Staff and maintain records of pitch usage
- To work with the Head of Grounds Staff maintaining staff annual leave, sickness and lieu time records.
- Liaise with coaching staff to ensure proper use of stadium playing surface
- Ensure the playing surface is safe to use prior to each game or training session
- Perform regular walks of site analysing work done and also to plan future work.
- Ad hoc duties as required to meet the needs of the business and as requested by the Club.
- Maintaining up-to-date knowledge of the industry
- The cleaning and maintenance of machinery and hand tools.
- The employee must at all times carry out their responsibilities with due regard to the Club's values, policies and procedures, in particular health and safety, equality and diversity, confidentiality and with regard to the Data Protection Act



## STEVENAGE FOOTBALL CLUB

The Lamex Stadium, Broadhall Way, Stevenage, Herts; SG2 8RH  
Company No: 2901467 VAT No: 396 873 483





## Personal Specification: Assistant Head of Sports Turf & Grounds Staff (Full Time)

Qualifications	Essential	Desirable
1 - Valid Full (UK) Driver's Licence		✓
2 – Sports Turf Level 3	✓	
3 – Hold NPTC a PA1 & PA2 NPTC pesticide certificates	✓	
4- Advanced DBS Disclosure		✓
5 - Emergency First Aid Certificate		✓
Skills, Knowledge & Experience		
6 – A minimum of 3 years' experience working with sports turf facilities	✓	
7 – Previous experience of working at a professional football / sports club.		✓
8 - Strong communication skills and a good ability to carry out instructions	✓	
9 -Ability to work as part of a team, as well as on your own.	✓	
10 -Commitment to professional development	✓	
11 - Professional appearance and outlook at all times	✓	
12 - Attention to detail	✓	
13- Honesty, integrity & reliability	✓	
14 - Excellent communication skills	✓	
15 – Strong time management and excellent time keeping.	✓	
16 – Flexible attitude to work	✓	
17 – A proven ability to multi task and manage multiple projects	✓	
18 – Hardworking & Enthusiastic	✓	



## Application Process: Assistant Head of Sports Turf & Grounds Staff

Application Instructions	<p>Interested applicants should write or email the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their C.V.</p> <p>Application Postal Address: Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH</p> <p>Email Applications to: <a href="mailto:jamesf@stevenagefc.com">jamesf@stevenagefc.com</a></p>
Application Deadline	Friday 16th April 2021
Interview Date	W/C Monday 19 <sup>th</sup> April 2021 (Digital)
Role Start Date	May 2021
Employability Statement	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.
Equal Opportunities Statement	<p>Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.</p> <p>Further training on Anti-Discrimination and Inclusion is available to all.</p>
Safeguarding Statement	<p>Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.</p> <p><i>Relevant information and / or documents will be distributed as part of the recruitment process.</i></p>

