



# Blackburn Rovers Football & Athletic Ltd

## Job Description

<b>Job title:</b>	HSE Manager
<b>Department:</b>	Operations
<b>Based at:</b>	Ewood Park Stadium, Blackburn, BB2 4JF. You will on occasion be required to attend any other BRFC sites or associated external sites for the performance of your duties.
<b>Reports to:</b>	Head of Operations
<b>Responsible for:</b>	N/A
<b>Hours of work:</b>	35 hours per week plus any additional hours necessary for the performance of duties. This will include evening and weekend work.
<b>Contractual Status:</b>	Permanent
<b>1. Job purpose:</b>	To work with the Head of Operations to assist the Club, Community Trust and Blackburn Rovers Women in ensuring the health, safety, welfare and environmental compliance with statutory requirements and to effectively manage the delivery of stadium maintenance to improve all company sites and any other properties/sites identified from time to time.
<b>2. Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>To be committed to ensuring the safeguarding and welfare of all stakeholders, promoting their well-being whilst maintaining professional boundaries;</li> <li>Develop and implement organisational policies regarding health, safety and environmental operations;</li> <li>Proactively improve and maintain health, safety and environmental standards;</li> <li>To be the point of contact for employees, visitors, contractors, enforcing authority, emergency services and insurance company in regard to all health and safety matters;</li> <li>Lead on the Club's environmental and sustainability policies and processes;</li> <li>Manage the development of health and safety induction training;</li> <li>Manage the risk assessment process and assist where required including those related to health/welfare.</li> <li>Organise and oversee company-wide health and safety training;</li> <li>Maintain a duty of care audit trail;</li> <li>Attend monthly events meetings;</li> <li>Assist the Head of Operations with event management, Event Management Plans (EMP's) and legislation in regard to the planning of public events;</li> <li>Oversee the annual fire extinguisher service;</li> <li>Manage the legionella testing process across three sites;</li> <li>To work alongside all departments, managers, staff, contractors, outside agencies and stakeholders to facilitate and ensure the smooth running of relevant business agendas, maintenance projects and match day programmes;</li> <li>To assist and support the Head of Operations, Maintenance Manager and Stadium Control Administrator in all aspects of maintenance, repairs, refurbishments and management of staff to ensure adherence to quality standards and Health and Safety Regulations, and any other relevant regulatory and industry compliance;</li> <li>To oversee building projects, renovations or refurbishments;</li> </ul>





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- Work with the Maintenance Manager to inspect sites regularly to identify any issues and/or necessary maintenance providing reports to the Head of Operations;
- Assist in the preparation and submission of licenses, planning, building applications and assist in facilitating Council and Local Authority requests;
- Develop a life cycle register to document when repairs/renewals will be required;
- Manage the operational aspects of sustainability for all legal and regulatory audits on behalf of government and football authorities;
- To assist in the sourcing and selection of outside agencies and specialist contractors (in conjunction with the Head of Operations, Maintenance Manager and Stadium Control Administrator as appropriate) and liaising as and when required;
- To identify and recommend efficiency and sustainability improvements;
- To work with the Maintenance Manager to assist and support, where appropriate, post, pre and match day operations;
- To be an emergency contact and key holder for Security, Emergency Services and all utilities;
- To work with the Stadium Control Administrator to maintain a maintenance contract register;
- To assist the Head of Operations in the development and maintenance of risk management, business continuity planning and insurance matters;
- Ensure Health & Safety inductions include reference to safeguarding;
- Ensure Health & Safety, Prevent and Safeguarding Risks are identified and mitigated when planning and delivering activities, and that they are recorded and shared with those who require it to support safe activity planning and/or delivery;
- Ensure all risk assessments and risk management plans consider risks to children, adults at risk and risks to the club and include appropriate safeguarding arrangements;
- Ensure Safeguarding risks are identified, mitigated and incorporated into effective risk assessment processes at all levels – identification of organisational risks through to planning an activity;
- Ensure Planning and Risk Management Policy and Guidance is in place and publicised to all staff: and
- Any other duties as reasonably assigned by the Head of Operations from time to time.

### **Designated Safeguarding Officer Responsibilities:**

- Ensure familiarity and compliance with and commitment to safeguarding policies and procedures;
- Manage and report incidents, disclosures etc. in accordance with policies and procedures;



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	<ul style="list-style-type: none"> <li>• Raise awareness of safeguarding practices in your area of responsibility and create a culture of trust and inclusion;</li> <li>• Ensure Health &amp; Safety inductions include reference to safeguarding;</li> <li>• Ensure Health &amp; Safety, Prevent and Safeguarding Risks are identified and mitigated when planning and delivering activities, and that they are recorded and shared with those who require it to support safe activity planning and/or delivery;</li> <li>• Ensure all risk assessments and risk management plans consider risks to children, adults at risk and risks to the club and include appropriate safeguarding arrangements;</li> <li>• Ensure Safeguarding risks are identified, mitigated and incorporated into effective risk assessment processes at all levels – identification of organisational risks through to planning an activity; and</li> <li>• Ensure Planning and Risk Management Policy and Guidance is in place and publicised to all staff.</li> </ul>
3. Skills required:	<ul style="list-style-type: none"> <li>• Interpersonal and communication skills;</li> <li>• Problem solving and adaptability;</li> <li>• Ability to work as part of a team;</li> <li>• Ability to meet deadlines, budget and operational targets;</li> <li>• Flexible approach to work pattern when required for events/matches; and</li> <li>• Prepared to work in changing weather conditions.</li> </ul>
4. Knowledge required:	<ul style="list-style-type: none"> <li>• Site operations and staffing health and safety needs;</li> <li>• Club's policies and procedures; and</li> <li>• Understanding of Safeguarding and PREVENT procedures.</li> </ul>
5. Qualifications required:	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Degree level qualification in occupational health and safety and environmental management or equivalent Health and Safety Qualification;</li> <li>• Membership of IOSH: and</li> <li>• First Aid at Work</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Diploma in Occupational Safety and Health (Level 6);</li> <li>• Diploma in Environmental Management (Level 6);</li> <li>• HNC in Health, Safety and Risk Assessment;</li> <li>• Certificate in Safety Management;</li> <li>• Certificate in COSHH Assessment;</li> <li>• Certificate in Fire Risk Assessment; and</li> <li>• FA Safeguarding</li> </ul>
DBS check required:	Yes (enhanced)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.



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### How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **5pm on Friday 22<sup>nd</sup> May 2026**. To apply, please submit your application through the EFL I-Recruit platform [HERE](#)

CV's will not be accepted.

### Equality and Diversity

*Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.*

### Safer Recruitment

*Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.*



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