

# BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.  
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



## JOB DESCRIPTION

JOB TITLE	Safety and Security Officer
LOCATION	The Pirelli Stadium, Princess Way, Burton on Trent, DE13 0AR and Academy Training Grounds
REPORTING TO	Head of Venue
DIRECT REPORTS	Casual Stewards
JOB TYPE	20 hours per week - days and times as agreed noting these may be outside of normal office hours, at evenings, weekends, on bank holidays and on public holidays for <b>match days and events</b> plus additional hours as and when required to meet the demands of the business.

### Job Summary

Responsible for ensuring the safety and security of everyone attending all events at the Stadium (and other sites) in accordance with the Guide to Safety at Sports Grounds (Green Guide), the specific requirements of the Safety Certificate issued by the Local Authority under the Safety of Sports Ground Act 1975 and the Club's Health and Safety (including Spectator Safety) Policies and Procedures. **Note: this includes Football Matches and other sporting events; as well as non sporting events such as concerts and conferences**

### Role Responsibilities

- Plan, implement and monitor all matches and events at the Stadium, to ensure the management and operation of those events is fully compliant with national legislation and with the guidelines set down by the Sports Grounds Safety Authority (SGSA).
- In conjunction with any external Health and Safety Contractors, review of the 'S' and 'P' safety factor risk assessments for the Stadium, recommending adjustments to the relevant risk assessments where applicable.
- Ensure that relevant checks and assessments as required by the SGSA Green Guide, are carried out in relation to physical infrastructure relating to matchday operations.
- Assist with the hosting of pre-match briefings and post-match debriefs, the production of associated documents and the review of post-match reports.
- In conjunction with the Operations Management team, assist with the building of key relationships and engagement with the Licensing Authority, Safety Advisory Group, Police, Fire and Ambulance Services and any other body in relation to safety at the Ground (whether for matches or other events).
- Assist with ensuring the Stadium is fit for purpose and fully compliant with all Health & Safety legislation for the staging of all events on the premises, in accordance with the General Safety Certificate.
- Assist with the management of relationships with partner organisations in relation to the organisation and management of all matches and events, to ensure they meet a consistently high standard.
- Assist in the reviewing of operations manuals, policies, procedures and documents relating to matchday and other events operations and security, updating as necessary.
- Advise and assist as necessary in the provision of appropriate training across the matchday operations and security teams, ensuring compliance with relevant legislation and industry best practice.
- Assist in maintaining a comprehensive range of risk assessments which are adjusted and reviewed on a match-by-match basis; completing risk assessments for all sites used and operated by the Club (including the Academy and Women's & Girl's).
- Maintain and regularly review all Match Day documentation including the Contingency Plans to ensure they meet the current risks.

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR  
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- Ensure the Match Day Operations Manual contains all the necessary information to meet the requirements of the Safety Certificate.
- Assist in the comprehensive investigation of safety incidents and compile reports for internal parties and statutory authorities as required.
- Ensure Match Day Steward debrief reports are analysed and pertinent formation is documented and utilised in future planning processes.
- Assist in the investigation of customer satisfaction issues and maintain an oversight into steward service delivery standards.
- Assist in the provision and maintenance of Safety Steward Safety Equipment.
- Assist in the recruitment, familiarisation, and induction (including Health and Safety induction) of all inhouse and Agency Staff for events (eg Safety Stewards and familiarisation of other Match Day Staff; contractors and other non site staff for other events).
- All employees may be required to undertake any other duties as may be reasonably requested.

## **Health & Safety Responsibilities**

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

## **Safeguarding Responsibilities**

- Adhering to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance
- This position required an Enhanced DBS check due to the nature of the work involved

## **Equality, Diversity and Inclusion responsibilities**

- Hold a commitment to equality, diversity and inclusion in the workplace and in sport

*This 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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## Qualifications/Experience/Knowledge

- Currently be in possession of or are working towards NVQ level 4 or 5 in Spectator Safety.
- Possession of Health and Safety Professional Qualifications including IOSH or NEBOSH.
- Safeguarding Level 2 qualification or equivalent.
- Working knowledge of the SGSA Green Guide.
- Previous experience (at least 2 years) working as a safety officer or deputy safety officer within a sports ground setting, preferably at a football stadium.

## Person Specification – Skills/Abilities

- A wide knowledge and experience of the safety issues in relevant sporting venues.
- Proven experience in the practical delivery of Health and Safety systems.
- Excellent IT skills
- An excellent communicator and listening skills and able to build trusted working relationships (essential)
- Ability to organise and motivate team members.
- Ability to work with people at all levels
- Ability to self motivate and to have competent leadership qualities
- Availability to work flexible hours including weekends and evenings
- Able to work to tight deadlines
- Committed to continuing professional development
- Confidential and trustworthy
- Ability to work with people at all levels
- Committed to, and an understanding of, equality and diversity in sport
- Flexible approach to meet the nature and demands of the business

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## **Code of Conduct**

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

## **Equality Inclusion & Diversity**

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

## **Safeguarding**

Burton Albion is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.

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