

# BURTON ALBION FC

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



## JOB DESCRIPTION

<b>JOB TITLE</b>	Facilities Manager
<b>LOCATION</b>	The Pirelli Stadium, Princess Way, Burton-on-Trent, DE13 0AR
<b>REPORTING TO</b>	Head of Stadium Operations
<b>CONTRACT</b>	Permanent, full-time
<b>JOB TYPE</b>	Standard working week of 40 hours. Work required outside of normal office hours, at weekends, evenings and public holidays for matches and events. Time given back in lieu.

### Job Summary

Responsible for the upkeep, cleanliness and safety of the Stadium and surrounding areas. Keeping the facility well maintained, functional and ready to host events, including Games, functions and large gatherings. As part of the Facilities team, you will support the grounds team, whilst making the site a place people enjoy attending.

### Role Responsibilities

#### Maintenance

- Plan and deliver an annual maintenance programme of all Burton Albion sites including
  - Routine building maintenance SOPs and Schedules.
  - Stadium infrastructure reports
  - Seating and other public areas such as concourses
  - Changing Rooms and Gym
  - Offices
  - Plantroom and external areas as required
- Plan and deliver regular checks of the following
  - Daily/Monthly water testing including Legionella prevention
  - Emergency light testing
  - Door Maintenance routines
  - Fire extinguisher checks
  - Fire alarm system checks
  - Contractor management
  - Daily site walk to check Toilet blocks, snack bars, concourses and Voids.
  - Energy management
  - Recycling and waste management

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR  
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[www.burtonalbionfc.co.uk](http://www.burtonalbionfc.co.uk)  
Full Members of The Football Association

Company Registration No: 488096 · VAT Registration No: 493 3297 59

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## Matchday responsibilities

- Prepare the site leading up to matchday or event, including seats, boards, waste bins, signage and equipment.
- Onsite support to Matchday safety/security team
- Assist and oversee after matchday site clean up.

## Health, Safety & Security Responsibilities

- Take responsibility and care for the health and safety of yourself; other colleagues including staff, contractors and players; as well as members of the public who may be affected by your acts or omissions at work.
- Lead on compliance 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.
- Conduct basic risk assessments, develop contingency plans and be able to respond to emergencies.

## Key Relationships

- Contractors – responsible for contractor management
- Head of Stadium Operations
- Chief Operating Officer
- Head Groundskeeper and staff
- Volunteers
- All employees may be required to undertake any other duties as may be reasonably requested.

## 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

*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

- At least 2 years experience of maintenance management, ideally within a sports or public venue
- Relevant maintenance, plumbing, HVAC, electrical skills/qualifications

## Person Specification – Skills/Abilities

- Excellent planning, organisation and time management skill with the ability to multi-task and have attention to detail.
- Reliable; and understands and practices confidentiality.
- Strong organisational and time management abilities with the ability to manage multiple initiatives and priorities simultaneously.
- Ability to work to high standards, flexible, with an ability to manage multiple priorities under pressure.
- Good interpersonal skills with the ability to build rapport for people at all levels; a team player.
- Must adhere to confidentiality and data protection procedures at all times.
- Flexible and adaptable to meet the demands of the role.

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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 upmost 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.