



FOR ALL



Job Specification

Job Title:	Site Manager	Reports To:	Football Development Manager	Grade:	N/a
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Role Purpose:

To manage the County HQ site including, but not limited to: Ground-staff, bookings, rotas, site maintenance, budgeting, managing revenue and answering general site queries from the public

Direct Reports: Ground-Staff

Key Responsibilities:

- Overseeing building maintenance and support services such as cleaning, hospitality, security and parking- including the ordering of supplies
- Manage all maintenance for outdoor areas such as 3G and the stadia pitch. This includes working with outside contractors and booking in regular schedules to ensure the facility is kept to a high standard
- Ensure the grass pitch meets a minimum of 'good' GMA assessment level. Providing bi-annual Pitch Power reports to both the GMA and the Football Foundation
- Ensure the site operates effectively. Including providing regular reports to the Senior Management team
- Manage all the site Ground-Staff. Providing them with weekly schedules of work as well as quarterly PDR's & ensure their training is up to date
- Manage all bookings for the site which include both indoor and outdoor events & related contractual paperwork, communications, and administration
- Manage budgets and accounts
- Provide monthly reports of the site to your Line Manager
- Ensure the site meets its health and safety requirements
- Manage the 3G, reporting to the Football Foundation on an annual basis using their online platform
- Work with the key partner clubs to maintain an open and developing relationship
- Annually assess the sites performance in all areas and provide feedback to the Senior Management team
- Report areas of defects and annual building maintenance works is reported to the Senior Management team
- Following up on enquiries relating to the site and forwarding any other information onto relevant staff
- Support the Ground-Staff with day-to-day maintenance and operations of the site. Including the use of the site machinery and operational activities such as car parking

Living the CFA Group Values through Our Behaviours

Behaviours:

- **Progressive** - We embrace new thinking in the pursuit of continuous improvement. Be innovative, Creative, Forward thinking, Ground-breaking, Problem Solving & Challenge (yourself and others)
- **Respectful** - We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions and values
- **Inclusive** - We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading & being Collaborative. With an emphasis of working within a team
- **Determined** - Accountable to each other in serving the whole game and doing the right thing. Showing an ability to problem solve
- **Excellent** - The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling & Exceeding expectations. Having excellent customer service skills



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Essential Skills:	Desirable Skills:
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of running a facility • Commitment to sports equality and supporting all areas of the community to be able to access the facility • Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice • An understanding of the Worcestershire area • An understanding of up to date health and safety requirements including COSHH <p>Experience</p> <ul style="list-style-type: none"> • Budget / resource management • Managing a site • Line Management- including performing PDR's <p>Technical Skills</p> <ul style="list-style-type: none"> • Project management skills and experience – to plan, set and achieve objectives within strict deadlines • Have excellent customer service skills and the ability to problem solve quickly • Patience and the ability to remain calm in difficult situations • Ability to work in a public environment and work under pressure • Good written and verbal communication • IT skills to include good knowledge of Microsoft PowerPoint, Excel, Word and Outlook • Communication skills using traditional, modern and emerging media 	<p>Knowledge</p> <ul style="list-style-type: none"> • Minimum of GCSE Maths and English grade C/level4 or above • Knowledge and understanding of football structures at local, regional and national level • Site Management / other relevant qualification • Knowledge of relevant funding agencies • Understanding of how a football site operates <p>Experience</p> <ul style="list-style-type: none"> • Interest and passion for football • Work within a leisure or sports facility <p>Technical Skills</p> <ul style="list-style-type: none"> • An understanding of Xero accounting • COSHH, manual handling and safeguarding training • An understanding of ground/pitch maintenance • Training on using heavy machinery such as a small tractor
FA Enhanced CRC Check:	Required (if you do not have one it will be a requirement upon starting the position)
Clean Full Driving Licence:	Required