



INSTITUTE OF GROUNDSMANSHIP

GROUNDS & NATURAL TURF IMPROVEMENT PROGRAMME

Recruitment for

Regional Pitch Advisor East Midlands Region



INSTITUTE OF GROUNDSMANSHIP

Regional Pitch Advisor
East Midlands

GROUNDS & NATURAL TURF IMPROVEMENT PROGRAMME

The Institute of Groundsmanship (IOG) is seeking to recruit a Regional Pitch Advisor to join the existing team in supporting the delivery of the Grounds and Natural Turf Improvement Programme.

The role will encompass liaison with the National Sports Governing Bodies who are co-investors in the Grounds and Natural Turf Improvement Programme along with other stakeholders. The programme is designed to raise standards of sports surfaces and the understanding of sports turf management practices.

The candidate should have excellent interpersonal, communication and IT skills, be well organised and able to demonstrate a clear knowledge and understanding of turfcare management with a proven background in sports turf management. Knowledge of turfcare and the structures of sport, especially the sports of football and cricket would be considered an advantage.

The role will report directly to the Director of the Grounds and Natural Turf Improvement Programme, work closely with the Programme Administrator and Key Account Managers for football and cricket. The programme is supported by the Football Association, Football Foundation and England and Wales Cricket Board.

For further details please refer to the application pack by following this link:
www.iog.org/education/careers/job-vacancies

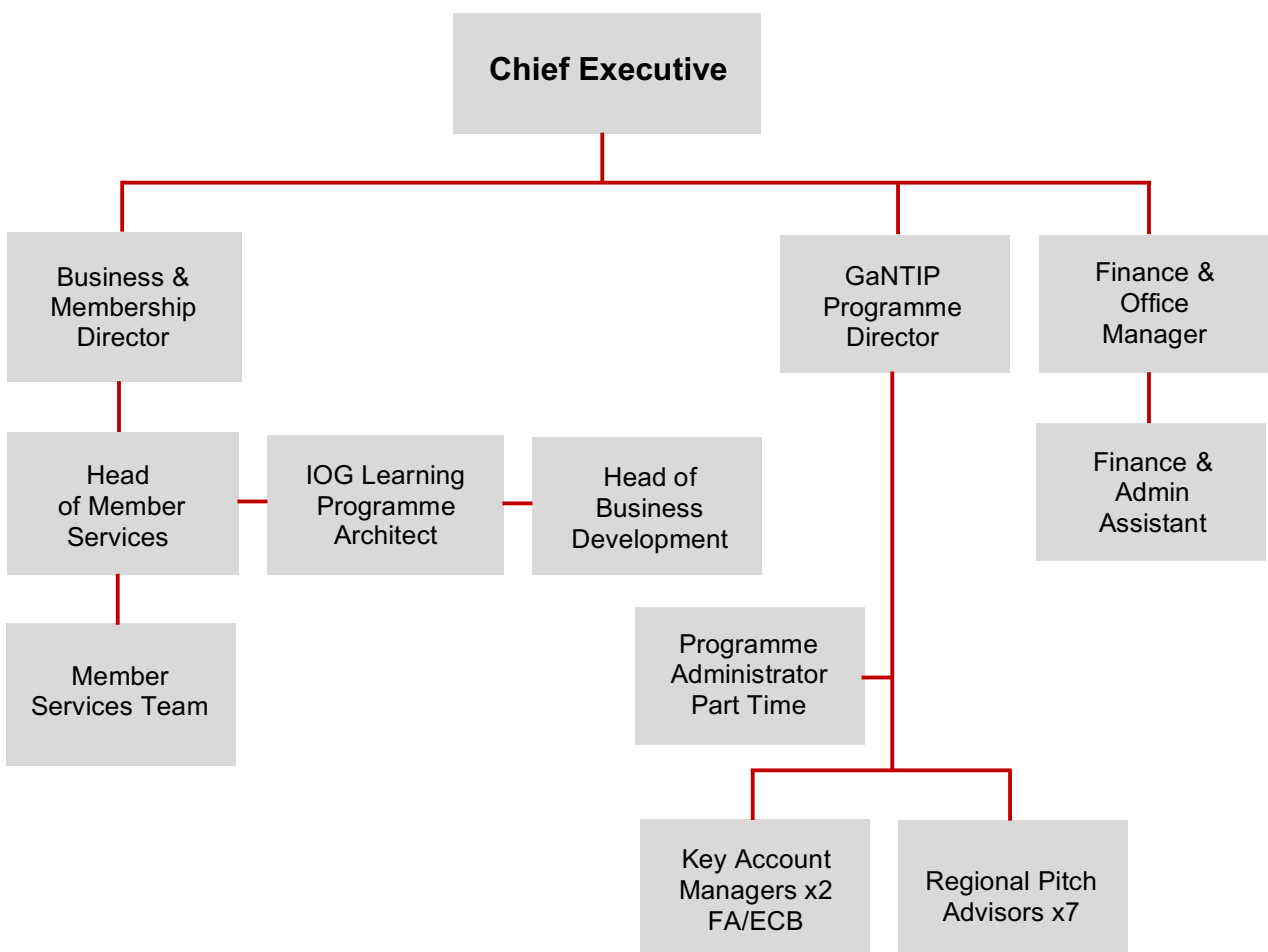
Competitive salary plus car allowance and pension.

Application deadline: **Sunday 21st January 2018**

Contact: ghkconsultancy@gmail.com

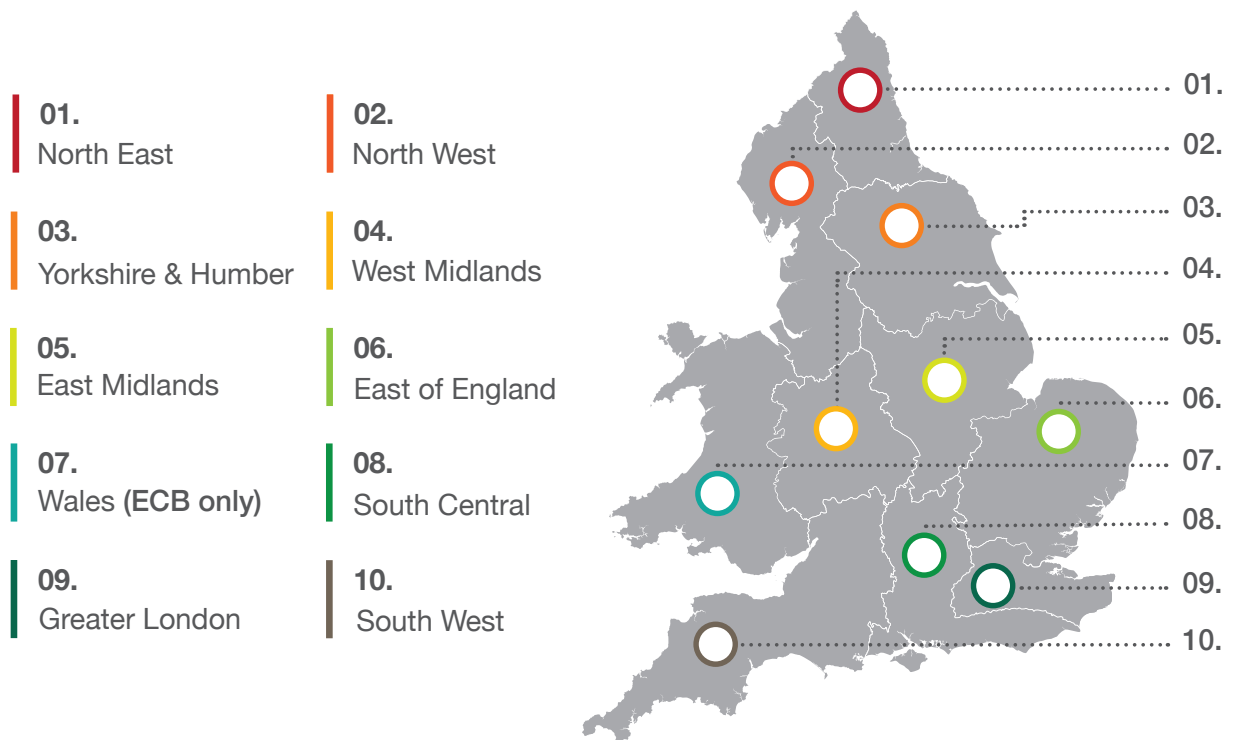
Visit: iog.org/education/careers/job-vacancies

IOG Organisation Chart



GROUNDS & NATURAL TURF IMPROVEMENT PROGRAMME

The Regional Map





INSTITUTE OF GROUNDSMANSHIP

Background to the Institute of Groundsmanship

The Institute of Groundsmanship (IOG) is the leading, membership organisation representing grounds managers, groundsmen, grounds maintenance managers, and all others involved in the management of sports pitches, landscape and amenity facilities in the UK. Our members range from professionals managing the playing surfaces of elite stadia and training facilities through to volunteers maintaining grassroots pitches for local communities and groups.

Our vision is to help them achieve “quality surfaces through excellence in grounds management”.

As well as maintaining the IOG Performance Quality Standards and providing a Turf Care Advisory Service for sports grounds, lawn maintenance and amenity horticulture, the IOG is recognised by the National Governing Bodies of Sport, the public, private and voluntary sectors for its industry knowledge and technical expertise. The IOG's extensive Learning programmes cover all sport surfaces - including cricket, football, rugby, tennis, horseracing and bowls - plus artificial surfaces, turf science, management development and other specialist horticultural subjects.

The Institute provides a wide ranging portfolio of qualification and training courses, and has developed programmes aimed at encouraging new entrants into the Industry and networking opportunities via its 'Young Directors Programme', as well as initiatives such as the current "Get into Grounds" Campaign. The IOG was established in 1934 by WH Bowles, the groundsman responsible for managing the playing fields of Eton. Living out our promise to members “Serving you through the seasons” the IOG provides a wide range of membership services to generations of groundsmen, helping to support their professional and personal development throughout their careers.

The Institute also owns and organises the annual SALTEX exhibition - Europe's leading show for open space management at the National Exhibition Centre in Birmingham. In addition, it hosts an IOG Industry Awards Ceremony, which has raised the profile of grounds management - best practice and performance. For more information visit www.iog.org.

The 'Grounds and Natural Turf Improvement Programme' is a joint collaboration between the IOG, The Football Association, The England & Wales Cricket Board and The Football Foundation. The Regional Pitch Advisor role will sit within the existing staff of the IOG reporting directly to the Director of the Grounds and Natural Turf Improvement Programme and on a regular basis to representatives from each of the funding partner National Governing Bodies of sports. The overall emphasis and direction of the role is to raise standards, improve knowledge, awareness and understanding of best practice in preparing and maintaining sports surfaces. Especially, at grassroots level so that over time standards and the approach to maintaining facilities are improved.

Grounds and Natural Turf Improvement Programme

The Regional Pitch Advisor will offer advice and guidance year round to improve the quality and provision of sports turf management. Also, improve the principles of sports turf management, through education and technical assessment understanding across aforementioned sports.

This is an exciting opportunity to make an impact, to raise standards and awareness of sports turf management principles and to enhance knowledge of club volunteers, governing body representatives employed in the administration of sport and the general public.

The 'Grounds and Natural Turf Improvement Programme' staff will all be fully employed by the Institute of Groundsmanship. All roles will be home based, with regular structured meetings as a group and working as part of a wider team. This includes existing IOG staff based at Milton Keynes who are already engaged in the IOG's overarching strategy entitled "From the Ground Up".

ROLE PROFILE & PERSON SPECIFICATION

Job Title:	Regional Pitch Advisor
Team:	Grounds and Natural Turf Improvement Programme
Location:	East Midlands

Role Profile

Reporting to:
Programme Director – Grounds and Natural Turf Improvement Programme

Line Management responsibility: None

Key Business Areas:	<ul style="list-style-type: none"> • Delivery of the Grounds and Natural Turf Improvement Programme • Enhance knowledge & understanding of principles of sports turf management • Develop opportunities to increase IOG membership • Percentage of time split: <ul style="list-style-type: none"> ○ Up to 50% of the postholder's time will be football focused; ○ Up to 25% of the postholder's time will be cricket focused with the remaining 25% assigned to cover cross sport collaboration in the Programme ○ IOG- as directed by the Programme Director attending key industry events and representing IOG on an annual basis with a full understanding of IOG products and services
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Job Purpose:	<ul style="list-style-type: none"> • Develop the regional infrastructure and manage effective relationships with the volunteer sport network and key partners • Promote and deliver the IOG and NGB strategies/programmes • Engage with the agreed plans for the development of volunteer networks and the delivery of training and standards • Provide and recommend support services, training and education on a regional basis supporting volunteer organisations and groups as agreed with the IOG and NGBs • Develop and manage the development of performance standards through reporting and advising on ground improvement and ensuring a Performance Quality Standards programme is developed and delivered as set out by the national governing bodies and the IOG.
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Main Responsibilities:

1. Service the requirements and development of national governing bodies identified communities and volunteers.
2. Service the requirements and development of IOG identified members.

Measures of Success (some examples below)

- Client feedback (from courses, NGBs, volunteer networks and from SALTEX, IOG Conference and Awards)

<ol style="list-style-type: none"> 3. Adhere to agreed strategies to ensure all training and support is compliant with IOG/ NGB/Sport England Technical guidelines. As appropriate deliver agreed training. Where necessary make recommendations or modifications and contribute to pitch sport working groups. 4. Work closely with NGBs to ensure all recommendations or modifications to programmes are investigated and acted upon. 5. Ensure that any information is submitted as required on a timely basis and within agreed time frame. 6. Attend regular meetings as agreed with the IOG, NGBs and Sport England. 7. Service the needs and requirements of the County Groundsmanship Associations, volunteer networks and bodies approved by the IOG/NGBs. 8. Provide shadowing and mentoring to identified groups or individuals as and when required. 9. Coordinate test sites for research and assist in national research projects as required. 10. Where appropriate make recommendations to Programme Director regarding improvements to present procedures/objectives or implementation of new ideas. 11. In conjunction with the IOG executive team contribute to the development of the IOG membership strategy to achieve agreed targets. 12. Contribute to team meetings and cross-team working as a member of the IOG team. 13. Represent the IOG with relevant external partners as agreed with the Chief Executive. 14. Undertake any other responsibilities as specifically directed and agreed with the IOG and the NGBs. 	<ul style="list-style-type: none"> • Extent of adoption of IOG performance quality standards • Enhancement of IOG reputation • Growth of IOG membership • Promote and increase attendance at IOG courses • Adherence to project and task timescales • Quality of team operational plan • Quality of solutions developed and 'added value' provided • Project outcomes (cost, quality, standards introduced, cost savings etc.) • Collaboration with experts/ colleagues to resolve specific needs • Effective time management, flexibility at times of competing demand • Peer feedback, including Board
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<u>Person Specification</u>	
Key Requirements:	
Experience	<ul style="list-style-type: none"> • Sound working experience in a variety of turf care, grounds management or similar related industry, typically this would be around 5 years, and operating as an acknowledged and respected expert. • Proven track record in implementing agreed strategies and associated operational plans successfully (delivering outcomes).
Technical and/or Professional Skills	Technical proficiency in turf care/grounds management.
Qualification and/or Knowledge	<ul style="list-style-type: none"> • An understanding of the design and construction of relevant playing surfaces.

	<ul style="list-style-type: none"> • Competence in the use of a range of IT applications to conduct day to day business, including Microsoft Office Outlook, Word, Excel and Power Point • Ability to teach and deliver presentations to diverse audience. • Knowledge of NGB/IOG current strategies 	
Personal Qualities	<ul style="list-style-type: none"> • Strong communication (verbal & written) and interpersonal skills and experience of presenting and able to work with all levels within the sporting structure and volunteer networks. • Able to work independently and as part of a team. • Flexible, with strong organisational skills, able to prioritise conflicting demands. 	
Other Considerations	Car owner/driver with a valid full licence, ability to travel on IOG business and stay away overnight on a frequent basis, sometimes at short notice.	
Core Competencies:		
Competency	Indicators	Description (examples below)
Achieving Results of High Quality	Delivers	Achieve what was required, on time and to appropriate quality.
	Plans Strategy	Draw up a strategy to achieve organisational aims. Plan for the short and long term, taking into account a wider set of issues. Set interim goals to meet longer-term objectives.
	Creates Solutions	Are creative and come up with fresh ideas to meet objectives.
	Manages Change	Establish new priorities and revise plans/proposals to reflect operational policy changes. Identify barriers to progress and ways of overcoming them.
Demonstrates Leadership and Personal Judgement	Shows Good Judgement	Make the right decisions based on the evidence presented in a range of alternative options.
Working Partnership with Others	Develops Good Working Relationships	Develop effective working relationships with others, including colleagues, clients and outside contacts.
Being Open and Communicating Well	Persuades and Influences	Are able, when necessary, to influence others' views positively.
	Negotiates Effectively	Work with others, dealing effectively with any obstacles to obtain the best outcome.
Valuing the People We Work with and their Diversity	Promotes Equal Opportunities	Treat people fairly and respond sensitively to differences.

Terms and Conditions

The remuneration package consists of the following:

Salary: Starting salary will be determined by discussion with the successful candidate and will take into account a number of factors including current salary, relevant experience, qualifications, etc.

Circa £28,000 per annum

Location: The regional role is the East Midlands. Please see the regional split set out in page 4. Relocation is not included in this package.

Pension: The IOG's pension scheme is fully compliant with the current Auto Enrolment legislation and is operated by Royal London. Employees are eligible to join after completion of 3 months' service. The IOG contribution is initially 1% per month, increasing to 7.5% of the salary after 6 months' satisfactory service. Employees may elect to make additional contributions, over and above Auto Enrolment levels, deductible from the monthly salary.

Car Allowance & Mileage: A non-pensionable car allowance of £3,060 per annum is payable. Mileage incurred for business purposes is reimbursed at mileage rates used by the IOG for private vehicles.

Annual leave: 25 working days of annual leave per annum in addition to all public and bank holidays. The holiday year is 1 April to 31 March.

Application and Recruitment Process:

Closing date for application: Sunday 21st January 2018

Indicative selection and interview dates: Wednesday 7th or Thursday 8th February 2018

To apply you should submit your current CV/resume together with a cover letter to ghkconsultancy@gmail.com. The cover letter should set out:

- why you believe you are a suitable candidate and your knowledge of the above mentioned sports (especially the facility strategies). Knowledge of the IOG and its Strategy "From the Ground Up" as well as setting out your skill and experience. This should be no longer than 800 words;
- names of 2 referees, one of whom must be your current or last employer (NB No referees will be contacted without the expressed consent of the applicant);
- details of your current salary and other emoluments.

For an informal discussion please contact in the first instance Gloria Lau at ghkconsultancy@gmail.com in confidence. Application pack can be downloaded from www.iog.org.