



Department	Stadium & Operations
Job Title	Head Groundsperson
Salary	Commensurate with experience
Contract type	Permanent
Hours	40 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary
Responsible for	Line manager team of ground staff, including but not limited to day to day management, daily work schedules and annual staff appraisals.
Responsible to	Head of Operations
Location	Elite Performance Centre, Heath Lane, Scampton & Sincil Bank Stadium, Lincoln
Regular working hours	Office hours are Monday to Friday 8.00am – 4.30pm. The post holder is to expect regular weekends & unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days, including but not exclusive to, pre-season.

Purpose of the post:

Lead and work with the grounds team to prepare and maintenance all first team pitches to the required standard with a focus on quality and presentation at the Stadium and Elite Performance Centre (Training Ground).

Key Duties and Responsibilities:

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy;
- Weekend work required in accordance with the Club's fixture programmes at all levels and to manage the recovery of the surfaces prior to training on Monday mornings;
- Regular liaison with the First Team Management staff in respect of pitch rotation and usage;
- Management of contracts relating to machinery maintenance, irrigation engineers etc;
- Dealing with appropriate contractors and raising purchase orders as and when required;
- Regular monitoring of weather forecast;
- Accurate record keeping including but not limited to fertilizer applications, verti-drain procedures, fungicide treatments etc;
- Regular monitoring of all pitches for prevention of disease;
- Ensuring the machinery register and service records are kept fully up to date;
- Compliance with all necessary health and safety requirements;
- Preparation of regular reports in respect of ongoing and annual pitch renovations, including proposal of works required to each pitch/area in line with the Club's budgets;
- Implementing a weed control programme to areas such as paving and surrounding areas;
- Maintenance and upkeep of goals, dugouts and any other associated equipment;
- Maintenance and upkeep of the Groundsman's area – i.e. Office, Garage, Store and Yard;
- Act always with utmost good faith to the Club and the Company;
- Devote full attention and ability to fulfilment of the duties required by the role;
- Other duties as reasonably requested by a member of the senior management staff;
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices;
- To work with colleagues throughout Lincoln City FC to extend knowledge and skills to identify and develop best practice;
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;
- Active participation on continuing professional development and the appraisal process;
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job;
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements;
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always;
- To support and cover as and when required within other departments of Lincoln City FC;



- To safeguard and promote the welfare of all children, young people and adults at risk;
- To be vigilant and support all safety and security operations;
- To recognise commercial opportunities across all products within Lincoln City FC;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City FC 'green' energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency;
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive Officer.

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

Personal Skills/Characteristics	Essential	Desirable
Experience		
Proven skills of maintaining large horticultural sites, in particular sports facilities	X	
Experience of working to a budget	X	
Team working experience i.e. working within a team and co-ordinating team members	X	
Qualifications and training		
Level 3 qualification (and or similar equivalent) in horticulture or turf management (EFL regulations)	X	
Driving license, clear of any bans or suspended bans	X	X
Proven track record for at least 5 years as an experienced groundsman		X
GCSE (or equivalent) at grade C or above in both Maths and English		X
Award in the Safe use of Pesticides Application Modules PA1, PA6A & PA06A etc.		X
Experience working with a Synthetic Sports Training Facility		X
Manual Handling Techniques and Awareness Training		X
Further related qualification (i.e. National/Scottish Vocational Qualification in Amenity Horticulture Sports Turf Maintenance or IOG National Intermediate Diploma or BTEC National Diploma or National Certificate in Turf Science and Sports Ground Management or City & Guilds Advanced National Certificate in Horticulture)		



Specific skills and knowledge		
Experience working with football pitches	X	
Must possess the ability to write pitch renovation specifications	X	
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X	
Strong writing, language and proof-reading skills	X	
Personal qualities		
Positive attitude	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet deadlines	X	
Personal circumstances		
Ability and willingness to work outside normal hours, including evenings and weekends.	X	
Ability to travel independently	X	

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. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.

To Apply

To apply please submit your CV and covering letter, of which the covering letter is to be no more than four A4 pages, size 10 font clearly expressing;

- How you meet the person specification
- How you would be able to meet the key responsibilities of the role
- Your salary expectations/current package
- Your notice period to current employer (if applicable)

Applications must be received by 5PM on Monday 26th August 2019. Applications received after this time may not be considered.

Please submit you CV and covering letter to recruitment@lincolncityfc.co.uk