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| Organisation | Preston North End FC |
| Position | Deputy Ground Safety Officer |
| Salary | Commensurate with experience |
| Location | Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU |
| Type of Contract | Permanent, 32 hours per week to include evenings, weekends and bank holidays. |
| Job Reference | PNE-1071 |
| Closing Date | Tuesday 13 th August 2019, 5pm. |

Preston North End Football Club are looking for a hardworking, enthusiastic, self-motivated individual to join the Ground Safety department as a Deputy Ground Safety Officer.

You will be required to assist the Ground Safety Officer to ensure, as far as reasonably practicable, the safety of everyone attending events at Preston North End, in accordance with the General Safety Certificate terms and conditions and the Club Spectator Safety Policy. All references to the Ground Safety Officer in such documentation, will apply to the Deputy Safety Officer in the absence of the Ground Safety Officer.

Contractual Status:

This is a permanent position and requires a minimum of 32 hours per week. We require you to be flexible as to which days of the week are required depending on the match fixtures and the needs of the business.

How to apply:

The closing date for this position is Tuesday 13th August 2019 at 5pm. Please complete the application form and send along with a covering letter for the attention of Zoë Hall by the closing date, either via email: jobs@pne.com or post to:

F.A.O Business Operations and HR Manager
Preston North End FC
Sir Tom Finney Way
Deepdale
Preston
PR1 6RU

Interview Dates:

Interviews will take place shortly after the closing date.

The role is subject to two work references which must cover a period of five years' work history and a satisfactory DBS check.

| JOB DESCRIPTION | | |
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| 1. | Job Title | Deputy Safety Officer |
| | Salary | Commensurate with experience |
| | Hours of Work | The standard working week will be a minimum of 32 hours to include evenings, weekends and bank holidays. The required days of the week will be based on the needs of the business and will require flexibility. |
| | Location | Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU. |
| | Responsible To | Ground Safety Officer and ultimately the Advisor to the Owner of the club. |
| | Responsible For | N/a |
| | Contractual Status | Permanent Contract. |
| 2. | Overall purpose of the Job | <p>To assist the Ground Safety Officer to ensure, as far as reasonably practicable, the safety of everyone attending events at Preston North End, in accordance with the General Safety Certificate terms and conditions and the Club Spectator Safety Policy. All references to the Ground Safety Officer in such documentation, will apply to the Deputy Safety officer in the absence of the Ground Safety Officer.</p> <p>The post holder shall be responsible to the Ground Safety Officer and ultimately the Advisor to the Owner of the Club.</p> |

3.

Duties and Responsibilities

1. You will be familiar with the matchday commitments of the Ground Safety Officer and in the event of the Ground Safety Officer's absence during an event be in a position to assume the responsibilities of the Ground Safety Officer to the exclusion of all other duties. In this case to have contingency plans in place to ensure all other Deputy Safety Officer duties and procedures can go ahead with other staff. This is subject to receiving the Safety Advisory Group's (SAG) approval.
2. You will be familiar with the principles of the General Safety Certificate, the Spectator Safety Policy, and the Guide to Safety at Sports Grounds and assist the Ground Safety Officer in ensuring that the provisions of these documents are complied with.
3. The Deputy Safety Officer will prepare matchday paperwork prior to an event as per the safety certificate, and have paperwork in readiness for inspection by the licensing authorities;
 - Fixture specific binder
 - Match official's briefing package
 - Stewards deployment
 - Segregation and seating plans
 - Radio call signs
 - Prepare a matchday control room log
4. Will regularly update and brief the Ground Safety Officer as to the state of readiness for an event.
5. Will ensure that the correct numbers of Doctors, NWS and St John's first aiders are present at an event.
6. Will update the turnstile monitoring system to reflect any changes to capacities or segregation.
7. Will be proficient in the use of CCTV system and supply on request footage to the police or other bodies.
8. The Deputy Safety Officer will be responsible for recruiting, interviewing, induction, training and assessment of stewards and to be their relevant HR contact for all stewarding issues. Accurate records will be maintained for all stewards as to their level of training and any particular skills. Will actively seek funding for the training to be partly done by external agencies.
9. Will ensure that all equipment relating to stewards is fit for purpose, arrange renewal, repair and cleaning as appropriate. Records will also be maintained of all equipment issued to stewards including any identification numbers there on.
10. Will ensure that sufficient stewards for each role have been scheduled to work in line with the General Safety Certificate and have reported for duty and are deployed properly. Ensuring that all

stewards have signed in/out appropriately and records of their attendance are properly maintained.

11. Will ensure that sufficient personnel have reported for duty, signed in/out appropriately and records of their attendance are properly maintained.
12. Will ensure that steward's welfare needs are met during an event.
13. Will assist in the safe and effective management of each event.
14. Will have a specific responsibility for monitoring the implementation of the club Health and Safety Policy for employees during an event and bring to the attention of the Ground Safety Officer any health and safety issues which occur.
15. After each event the Deputy Safety Officer shall advise the Ground Safety officer of any lessons learnt which should be taken into account of in planning the next fixture.
16. The Deputy Safety Officer shall keep the Ground Safety Officer informed of how the Club Spectator Safety Policy is being implemented and make recommendations for amendments to the policy.
17. The Deputy Safety Officer shall monitor the club grievance policy and bring to the immediate attention of the Ground Safety Officer any grievance or disciplinary issue affecting the matchday staff.
18. Will investigate complaints/disciplinary issues relating to stewards and if required be responsible for the dismissal of stewards, maintaining evidential records and preparation of paperwork for subsequent appeals.
19. The Deputy Safety Officer post event will ensure that all payroll is entered accurately and submitted to payroll by the deadline date taking into consideration increases in minimum wage, temporary promotions, changes to hours worked.
20. The Deputy Safety Officer will be the first point of call for any payroll queries.
21. Will undertake the duties of the Ground Safety Officer pre and post event if required.
22. Will perform the role of Ground Safety Officer on at least three occasions throughout a football season to maintain professional development and competence.
23. Will attend the Safety Advisory Group (SAG) and Health and Safety event specific meetings and any other meetings as required.
24. Will maintain professional development in relation to changes in legislation or best practice.
25. Will seek value for money in all areas of business comprising their primary role.
26. In addition to the role as Deputy Safety Officer, you will also be the Designated Safeguarding Officer for matchdays. You will be required to undertake

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| | | training for this role and ensure this is kept up to date with legislative changes. |
| 4. | General | <p>To, at all times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to, with notice, work additional hours and flexible hours where the needs of the business requires.</p> |

| PERSON SPECIFICATION | DESCRIPTION |
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| ESSENTIAL CRITERIA | |
| 1. KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED | |
| | <ol style="list-style-type: none"> 1. To hold or commit to working towards an NVQ Level 4 in Spectator Safety within 12 months of starting employment. 2. To have experience of working within a football or event environment. |

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. All employees may be required to undertake any other duties as may be reasonably required.

Safeguarding Statement

Preston North End FC are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. You will be required to provide details of references for the previous five years working history.

General Information

The employee must at all times carry out their duties with due regard to the Preston North End policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Preston North End Football Club is an equal opportunities employer.